#### **DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



ALL COUNTY LETTER NO. 03-51

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP COORDINATORS
ALL COUNTY FOOD STAMP EMPLOYMENT
AND TRAINING (FSET) COORDINATORS

REA	SON FOR THIS TRANSMITTAL
[ ]	State Law Change
ΙJ	Federal Law or Regulation Change
[ ]	Court Order or Settlement Agreement
[]	Clarification Requested by One or More Counties
[X]	Initiated by CDSS

SUBJECT: ANNUAL FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PLAN

INSTRUCTIONS FOR FEDERAL FISCAL YEAR (FFY) 2004

REFERENCE: MANUAL OF POLICIES AND PROCEDURES (MPP)

**SECTIONS 63-407 THROUGH 63-410** 

The purpose of this letter is to transmit annual FSET Plan instructions to counties for FFY 2004. All counties, whether or not they are interested in participating in the FSET Program during the upcoming federal fiscal year, must submit a complete annual FSET Plan, as required by the U.S. Food and Nutrition Service (FNS) and as specified in Manual of Policies and Procedures Section 63-407.842(a). Enclosed with this letter is the *Food Stamp Employment and Training (FSET) Program Handbook*. Instructions in the handbook have been updated to reflect the changes in the revised handbook instructions received from FNS. The federal changes have taken considerable time to incorporate into the county handbook. As a result, there is great time pressure for approving county FSET plans. CDSS regrets that the counties have a deadline for plan submission that is shorter than usual. However, the counties' fast turnaround is necessary for the department to send the State Plan to FNS in time to receive final approval of California's allocations. To expedite the approval process, the county FSET plans must be submitted in the format outlined in the handbook.

FNS has changed its FSET State Plan requirements and participating FSET counties will need to submit a complete FSET plan every year instead of every other year. Previously, only certain tables were required on alternate years. Non-FSET counties need to complete limited sections of the plan each year (i.e., Part II and Tables 1 and 1B). This is because FNS requires statewide estimates and information on Able-Bodied Adults without Dependents (ABAWDs) and work registrants, in addition to FSET participants.

The deadline for submitting county FSET plans to CDSS is **November 14, 2003**. Please submit the completed plans to:

California Department of Social Services 744 P Street, Mail Station 16-33 Sacramento, California 95814

E-mail: <u>tpyara@dss.ca.gov</u> Fax: (916) 654-1048

#### **Changes to the 2004 Handbook**

A few of the FSET plan sections have been moved to a different part of the handbook (Enclosure 2), such as, the Definitions section and the FSET Fund Limitations section (formerly Limitations on the Use of FSET Funds). All plan tables are now grouped at the end of the handbook instead of being distributed among the plan sections. In addition, there are several additions to the handbook that were not in last year's edition. They are as follows:

List of Exhibits and Tables (page 3)

Additional information requested on the Plan Cover Sheet (page 16)

List of reminders when writing component summaries (page 20)

Explanation of differences between numbers in current plan and numbers on STAT reports (within each component summary)

Discussion of deferral policy (page 56)

Method for Obtaining Work Registrant Count (page 67)

County completion checklist (page 81)

#### Table 1 Changes

Deferral entries are no longer separated into individual and categorical Number of ABAWDs in the county now has two subsets: waived areas and 15 percent exemptions (Lines e-1 and e-2)

Addition of entry for at-risk ABAWDs in the county (Line F) (Definition of at-risk ABAWDs is on page 4 of the handbook.)

#### Table 2 Changes

Change in the categories of placement counts (Section A)

Line 1 was mandatory and Line 2 was volunteer; now, Line 1 is ABAWDs in qualifying activity and Line 2 is all others

Addition of entry for individual participation (Section B)

#### Table 4 Changes

Removal of "combined" components.

Removal of separate entry for assessment costs; assessment costs are now included in the main component entries, where applicable.

Removal of subtotal entries for total component cost, dependent care, and transportation/ancillary

#### **FSET Funding in FFY 2004**

Enclosure 1 displays the counties' estimated planning allocation of 100 percent federal FSET funds, which counties should use to develop their 2004 FSET plans. Please remember that the planning allocation table does not show second component 100 percent federal funds because these funds were based on a county maintenance of effort (MOE) match requirement and the Farm Bill of 2002 eliminated the MOE requirement. Also not reflected are allocations for the 50 percent federal/50 percent county administrative overmatch fund category and the 50 percent federal/50 percent county participant reimbursement fund category. This is because these funds are not capped, and counties may request as much as they need. If the 50/50 funds are requested, counties will need to reflect those costs in their FSET plan and in the appropriate FSET fund categories on Table 5.

Counties are required to base their estimated FSET component costs on the anticipated number of individuals <u>participating</u> in an allowable FSET component. The concept of an "offered" slot no longer exists. Counties should be able to use the data from their most recent STAT 40 and STAT 46 reports to develop reasonable estimates for their annual FSET plans. As in previous years, counties may <u>not</u> claim multiple reimbursements for the same individual in the same month, although an individual may be placed in multiple components within a month.

#### Annual FSET Plan and STAT 40 and STAT 46 Reports

The numbers reported in this FSET plan must correspond to the numbers reported on the STAT 40 and STAT 46 reports. In order for CDSS to provide plan data to FNS that reflects the most accurate estimates of program participants and costs, CDSS is asking counties to justify any significant differences between data in this plan and data reported on the most recent annual STAT 40 and STAT 46 reports. FNS uses the reported information from these documents to determine each state's future allocation of FSET funds and allocation of 15 percent ABAWD exemptions. The data from the STAT reports are also used to monitor the states' level of FSET program activities and expenditures. To ensure the integrity of California's FSET program, it is critical that both FSET and non-FSET counties provide realistic estimates in their annual FSET plans and report timely and accurate data on their STAT 40 and STAT 46 reports. Please note that these reports will soon be replaced by new STAT 47 and STAT 48 reports, respectively. If the data in the county FSET plan (e.g., numbers of ABAWD participants, deferrals, operating budgets, etc.) is significantly different than the prior year, counties must provide an explanation for the increases and/or decreases.

#### **Policy Reminders**

#### **FUNDING CATEGORIES**

#### 1. One Hundred Percent Federal Funds

Each county agency receives its share of the state's 100 percent Federal FSET grant and must use the funds to pay for the administrative costs of planning, implementing and operating its FSET Program. Enclosure 1 displays the estimated allocation of these funds in FFY 2004 for purposes of developing the counties' annual FSET plans. The allocations are available to only those counties that have confirmed their intent to participate in FSET and the amounts are based on the counties' percentage of average monthly non-assistance food stamps cases for calendar year 2002.

#### 2. Fifty Percent Federal and Fifty Percent County Funds

This category of funds is used to pay for expenditures that exceed allowable federal allocations in the 100 percent funding category. The overages are funded with 50 percent county and 50 percent federal funds. Anticipated overages must be included in the county's FSET plan budget as they are subject to federal approval.

#### USE OF FUNDS FOR DRUG/ALCOHOL REHABILITATION AND MENTAL HEALTH

Drug and alcohol rehabilitation and mental health services are reimbursable under FSET on a very limited basis. In order to qualify for FSET Program participant reimbursement, they must meet the following conditions:

- Directly related to FSET Program component participation and reasonably necessary;
- Not considered "medical," that is, a course of treatment provided by licensed physicians, psychologists, etc. intended to treat a diagnosed condition.
- Not for the purpose of overcoming barriers to participation that make clients exempt from Federal work registration altogether or from FSET Program participation requirements;
- Not available through another government program or available at no cost to the participant through a private source (for example, charitable contributions);
- Described in the County FSET plan, including information about the service and its cost.

Some individuals in the FSET program need special services from the county. For those individuals in need of mental health services to enable them to participate in FSET, the county would allow the participant to either be exempt from work registration requirements as mentally unfit for employment, as stated in MPP Section 63-407.2,

#### Page Five

or be eligible for exemption from FSET participation requirements due to difficulties of a lesser degree. However, if the individual is not eligible for exemption from either work registration, as stated in the Manual of Policies and Procedures Section 63-407.21(b), or from FSET participation, FSET funds may be used for non-medical drug and alcohol rehabilitation and mental health services that are offered in combination with an allowable FSET component. These activities must provide social and support services, such as discussion groups and general counseling, that can be directly linked to the participant's employability. Hours of participation must comprise less than 25 percent of the combined FSET activities.

If you have any questions about this letter, please contact Tony Pyara, Employment Bureau Analyst, at (916) 657-2630 or Gail Sullivan, Unit Manager in the Employment Bureau, at (916) 654-1464. Questions concerning your county's FSET allocation should be directed to Michael Yokeley, Analyst in the County Financial Analysis Bureau, at (916) 654-4209.

Sincerely,

Original Document Signed By Bruce Wagstaff on 10/3/03

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

**Enclosures** 

c: CWDA CSAC

## FOOD STAMP EMPLOYMENT AND TRAINING FFY 2004 PLANNING ALLOCATION

	Intake &		FSET
County	Continuing		FFY 2004
	(DFA 296)	% to	Planning
·	CY 2002 *	Total	Allocation
ALAMEDA	13,286	4.61%	\$534,741
BUTTE	3,064	1.06%	\$123,317
CONTRA COSTA	4,737	1.64%	\$190,659
FRESNO	15,855	5.50%	\$638,146
HUMBOLDT	1,550	0.54%	\$62,384
KERN	8,432	2.92%	\$339,380
LOS ANGELES	115,575	40.06%	\$4,651,759
MARIN	498	0.17%	\$20,040
MENDOCINO	1,220	0.42%	\$49,102
MONTEREY	2,571	0.89%	\$103,474
ORANGE	12,299	4.26%	\$495,021
RIVERSIDE	14,510	5.03%	\$584,017
SACRAMENTO	22,046	7.64%	\$887,323
SAN BENITO	254	0.09%	\$10,229
SAN BERNARDINO	24,406	8.46%	\$982,310
SAN DIEGO	16,770	5.81%	\$674,975
SAN FRANCISCO	4,297	1.49%	\$172,953
SAN JOAQUIN	6,967	2.42%	\$280,409
SAN LUIS OBISPO	1,092	0.38%	\$43,946
SAN MATEO	1,045	0.36%	\$42,065
SANTA CLARA	7,858	2.72%	\$316,275
SANTA CRUZ	1,098	0.38%	\$44,190
SHASTA	2,360	0.82%	\$94,987
SONOMA	1,558	0.54%	\$62,709
TRINITY	97	0.03%	\$3,936
VENTURA	3,608	1.25%	\$145,215
YOLO	1,419	0.49%	\$57,113
TOTALS	288,472	100.00%	\$11,610,675

<sup>\*</sup> Average Monthly Caseload

# FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM HANDBOOK







## PREPARING COUNTY FSET PLANS

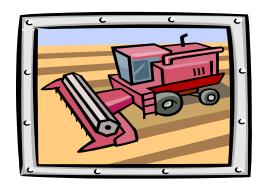
**FOR** 

**FEDERAL FISCAL YEAR 2004** 

(October 1, 2003 - September 30, 2004)







Prepared by the California Department of Social Services

## **CONTENTS**

LIST (	OF TA	ABLES AND EXHIBITS	3
DEFIN	NITIO	NS	4
INTRO	DDUC	CTION	11
	l. F	SET Plan Requirements	11
	II. F	SET Plan Submission	13
	III. F	SET Plan Modifications	13
PLAN	COV	ER SHEET	15
PART	l:	SUMMARY OF COUNTY FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM	16
	A.	Abstract of the County FSET Program.  1. Program Changes.  2. ABAWD Population.  3. Program Components.  4. Sequencing of Components.  5. Other Employment Programs.  6. Workforce Development System.  7. Outcome Data.	16 16 17 18 18
	B.	Program Components	20 22
PART	II:	PROGRAM PARTICIPATION AND DEFERRALS	54
	A.	Work Registrant Population	54 54
	B.	Deferral Policy	56
	C.	Number of Work Registrants Deferred from the FSET Program	57
	D.	Planned FSET Program Participation	57
	E.	ABAWD Information	58

## **CONTENTS** (continued)

PART	III:	PROC	GRAM COORDINATION	59
	A.	Progra 1. 2. 3.	am CoordinationNarrative Coordination StatementInformation Coordination	59 59
	В.	Intera 1. 2.	gency CoordinationAreas of CoordinationMethods of Coordination	60
	C.	Contra	actual Arrangements	62
PART	IV:	PROC	GRAM COSTS AND FINANCIAL MANAGEMENT	63
	A.	Plann 1. 2. 3.	ed Costs of the County FSET Program Operating Budget Sources of FSET Funds Justification of Education Costs	63 64
	B.	Contra	acts	65
	C.	Partic 1. 2.	ipant ReimbursementMethod of Reimbursement Procedure for Reimbursement	66
	D.	Cost	Allocation	67
PART	V:	PROC	GRAM REPORTING AND MANAGEMENT INFORMATION	68
	A.	Metho	od of Obtaining Initial Count of Work Registrants	68
	B.	Metho	od for Ensuring an Unduplicated Work Registrant Count	69
	C.	Method	ods for Meeting On–going Federal Reporting Requirements  Management Information System (MIS) Method	70 70 70
TABLE	ES			72
CHEC	KLIST	FOR A	ACCURATE PLAN COMPLETION	82
EXHIB	BITS			84

## **LIST OF EXHIBITS AND TABLES**

### **TABLES**

Guidelines to	or Completion of FSET Plan Tables	/3
Table 1	Estimated Participant Levels	76
Table 1B	Criteria for 15 Percent ABAWD Exemptions for FFY 2004	77
Table 2	Estimated FSET Placement Levels	78
Table 3	Summary of Interagency Coordination for the FSET Program	79
Table 4	Operating Budget	30
Table 5	Planned Costs by Category of Funding	31
	EXHIBITS	
Exhibit 1	FSET Program Federal/County Financial Participation Categories	84
Exhibit 2	STAT 40 and STAT 46 Reports and FSET Expense Claim	85
Exhibit 3	Participation Requirements in FSET Counties	36
Exhibit 4	Title 1 Workforce Investment Act Activities	89

#### **DEFINITIONS**

**ABAWD**. An able–bodied adult without dependents whose eligibility for food stamps is limited to any 3 months in a 36–month period (the 3–month time limit) unless the individual meets an ABAWD work requirement (see definition below). This limitation **does not apply** to individuals who are: 1) under 18 or over 50 years of age; 2) medically certified as physically or mentally unfit for employment; 3) parents or other members of households with responsibility for a dependent child; 4) exempt from Food Stamp Program work requirements; or 5) pregnant.

**ABAWD 15% Exemption.** A county may exempt up to 15 percent of its ABAWD population from the 3–month time limit.

**ABAWD Waiver**. A county may request that the Food and Nutrition Service (FNS) waive the 3–month time limit for ABAWDs residing in areas of the State which have an unemployment rate of over 10 percent or which do not have sufficient jobs to provide employment for the ABAWDs. See MPP Section 63-410.33.

ABAWD Work Requirement. Eligibility for food stamps is limited to 3 months in a 36—month period unless the ABAWD, who is age 18 to 49: works 20 or more hours a week, averaged monthly; participates in and complies with the requirements of a work program (see definition below) for 20 or more hours a week; or participates in and complies with the requirements of a workfare program under Section 20 of the Act or a comparable program established by a State or a political subdivision of a State (see also "Qualifying ABAWD Activity" below). The ABAWD work requirement does not apply to ABAWDs who reside in areas granted a waiver of the 3—month time limit by FNS, or to ABAWDs who are included in a county's 15 percent exemption allowance. All remaining ABAWDs are "at-risk," meaning they are subject to the ABAWD work requirement in order to maintain eligibility for food stamps beyond 3 months.

**Applicant**. An individual, a member of a household or a representative of a household who applies in writing for food stamp benefits.

**Assessment**. An in–depth evaluation of employability skills often coupled with counseling on how and where to search for employment. If combined with work

experience, some form of employment search or training, an assessment of this nature could constitute part of an approvable employment and training component.

**Commencing a Component**. When an FSET participant formally begins participation in a component by performing the first act required by the component, e.g., attending the first Job Club session or making the first job contact. An ABAWD's commencement of a qualifying component must be verified through appropriate documentation or other agency records.

**Component.** A service, activity, or program, as described in MPP Section 63-407.841, designed to help food stamp recipients gain skills, training, or work experience that will increase their ability to obtain regular employment and achieve self-sufficiency. Within the FSET Program, components are designated either as "work" or "non-work." Work components provide an actual job in the workplace. Workfare, on-the-job training (OJT), and work experience components are work components. Households containing FSET work component participants are limited to working the number of hours in a month determined by dividing the household's monthly food stamp allotment by the higher of the applicable federal or state minimum wage. (In California, the state minimum wage is higher than the federal minimum wage.) Depending on the amount of the monthly food stamp allotment, individual work component participants can be required to work up to 30 hours per week and the individual's total hours of participation in both work and non-work components is limited to 120 hours per month. For ABAWDs residing in FSET counties, there may be a requirement to work up to the FSET program participation hours stated above in addition to the ABAWD work requirement of working 20 hours or more per week, or 80 hours averaged monthly. Non-work components include job search, job club, vocational training, and education.

An FSET program may include, but is not limited to, one or more of the following components:

**1. Supervised and Unsupervised Job Search** — A non-work component that requires participants to make a pre–determined number of inquiries to prospective employers over a specified period of time. The component may be designed so that the participant conducts his/her job search independently or

within a group setting. According to the new Federal FSET handbook, Job search components should entail approximately 12 contacts with employers per month for two months.

- 2. Job Club A non-work component that strives to enhance the job readiness of participants by providing instruction in job seeking techniques and increasing motivation and self–confidence. The component may consist of job skills assessments, job finding clubs, job placement services, or other direct training or support activities. The job club component may consist of job search activities with other training and support activities.
- 3. Workfare A work component in which food stamp recipients perform work in a public service capacity as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household's monthly coupon allotment. The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. A county may operate a workfare program as a component of its FSET program, or it may choose to operate a workfare program independent of the FSET program. Workfare assignments cannot replace or prevent the employment of regular employees and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours.
- **4. Self–Initiated Workfare** A work component, comparable to regular workfare, designed to assist ABAWDs in fulfilling their work requirement. In self–initiated programs, ABAWDs voluntarily participate and find their own workfare job assignments. They are responsible for arranging to have their participation reported to their caseworkers and for verifying their workfare hours. Hours of participation are determined by dividing the monthly household allotment by the state minimum wage.
- **5. Work Experience or On-the-Job Training** A work component designed to improve the employability of participants through actual work experience and/or training and to enable them to move into regular employment. Work experience

or on-the-job training assignments may not replace the employment of a regularly employed individual, and they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours. It is permissible to place FSET participants in work experience positions with private sector entities.

- **6. Vocational Training** A non-work component that is designed to improve the employability of participants by providing training in a skill or trade that allows the participant to move directly into employment.
- 7. Education A non-work component that provides educational programs or activities to improve basic skills or otherwise improve employability. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school equivalency (GED), and post–secondary education. A post secondary education component is one whose purpose is academic and whose curriculum is designed primarily for students who are beyond the compulsory age for high school. Only educational components that establish a direct link to job–readiness will be approved. Federal FSET funds cannot take the place of nonfederal (i.e., State, local) funds for existing educational services. Federal financial participation for operating education components may be authorized only for costs that exceed the normal cost of services provided to persons not participating in FSET.
- **8. Self–Employment Training** A non-work component that improves the employability of participants by providing training in setting up and operating a small business or other self–employment venture.
- **9. WIA Training** Job–training services developed, managed, and administered by State and local governments and the business community under the Workforce Investment Act. Activities include basic skills training (GED, literacy), occupational skills training, on–the–job training, work experience, and job search assistance.

**Component Cost**. Amount that represents the maximum 100 percent Federal FSET funds, which CWDs can spend to create qualifying education, training, and workfare components. If the maximum 100 percent Federal funds are exceeded, CWDs may request 50 percent federal/50 percent county administrative overmatch funds to pay for remaining component costs.

**Contractor**. Any public or private entity that is providing FSET services under a financial or non-financial agreement with the county agency.

**Exempted**. This term refers to a work registered person or persons excused by the county from mandatory participation in the FSET Program. **Note:** Individuals who are exempted from mandatory participation can still participate as volunteers, but are not subject to sanction for failure to comply with program requirements. See definition of "volunteer" below.

**Food Stamp Employment and Training Program**. A program administered by each participating county consisting of one or more work, training, education, or job search components.

Food Stamp Employment and Training Mandatory Participant. A Food Stamp Program applicant or recipient required to work register under MPP Section 63-407.1 and not exempted by the county from participation in an employment and training program. A mandatory participant is not necessarily actively participating in an FSET component.

Food Stamp Program Work Requirement. Every able—bodied food stamp applicant and recipient between the ages of 15 and 60—unless otherwise exempted by law—must: 1) register for work or be registered by the county; 2) participate in the FSET Program if assigned by the county; 3) participate in a workfare program if assigned by the county; 4) provide sufficient information to determine employment status or availability for work; 5) report to an employer when referred by the county or its designee; 6) accept a bona fide offer of suitable employment; and 7) must not voluntarily quit a job of 30 or more hours a week or reduce work hours to less that 30 hours a week without good cause.

**Newly Work Registered**. Food stamp participants who are work registered at the point of application or for the first time at re-certification in their current period of participation.

Qualifying ABAWD Activity. In order to remain eligible beyond the 3-month time limit, at-risk ABAWDs—those subject to the ABAWD work requirement (including individuals who are between the ages of 17 and 50)—must participate at least 20 hours a week in education and training activities or participate in a workfare position—either as part of an optional workfare program under Section 20 of the Food Stamp Act or as part of an FSET workfare component, including a comparable program established by a State or a political subdivision of a State. Individuals who are FSET job search or job search training components are not qualifying activities for ABAWDs whether offered concurrently with another component or stand-alone. However, job search or job search training activities, when offered as part of other FSET components, are acceptable as long as those activities comprise less than half of the total required time spent in the components. In addition, State agencies may establish a job search period of up to 30 days following initial food stamp certification prior to making a workfare assignment. Participants are considered to be participating in and complying with workfare requirements, thereby meeting the ABAWD work requirement.

**Screening**. An evaluation by the county as to whether a person should or should not be referred for participation in an FSET program. This activity is <u>not</u> an approvable FSET component.

**Volunteer.** A food stamp recipient who has complied with, or is complying with, program requirements and is: 1) statutorily exempt from work registration requirements; or 2) deferred by the county from FSET participation. Counties may, to the extent they choose, permit volunteers to participate in an FSET component. Volunteers are not subject to sanction for failure to comply with FSET requirements. The hours of participation or work required of volunteers may not exceed the hours required of mandatory FSET participants.

**Workforce Development System.** An interconnected strategy for providing comprehensive labor market and occupational information to job seekers, employers, providers of one–stop delivery of core services, providers of other workforce

employment activities, and providers of workforce education activities. Each component of a county's FSET program must be delivered through its workforce development system. If the component is not available locally through such a system, the county may use another source.

#### **Work Program.** A work program is:

- A program under the Workforce Investment Act (WIA);
- A program under Section 236 of the Trade Act of 1974 (applicable to workers who are adversely affected by the U.S. trade agreements [e.g., the North American Free Trade Act] that are identified by the Employment Development Department), which provides training services to adversely affected workers through participation in programs that are subject to approval by the Secretary of the U.S. Department of Labor. These programs include job search, job club, on-the-job training, WIA training program, or a program of remedial education; or
- An employment and training program, including the FSET Program, operated or supervised by a State or a political subdivision of a State that meets State-approved standards, other than a job search or job club component.

**Note:** To qualify for Federal financial participation, a work program must be included in the State FSET Plan and it must adhere to statutory limitations on hours of work and/or participation for FSET participants.

**Work Registrant**. A Food Stamp Program participant who does not qualify for one of the exemptions at MPP Section 63-407.21.

**Work Requirement**. See Exhibit 3 for FSET participation requirements. See ABAWD work requirement definition on page 4 of this handbook. See Food Stamp Program work requirement definition on page 8 of this handbook. See MPP Section 63-407 for more information about work requirements.

#### INTRODUCTION

The purpose of this handbook is to specify the format in which each county welfare department (CWD) must present the information required for California's annual FSET plan. All counties must complete and submit a county FSET plan to the California Department of Social Services (CDSS), as required by the Food and Nutrition Service (FNS) in Administrative Notices 96-34 and 98-80. Counties that will operate an FSET program in 2004 must complete the entire plan. Counties that will not operate an FSET program in 2004 must complete three sections of the plan: Part II, Table 1 and Table 1B. All counties must use the plan format in these instructions.

#### I. FSET Plan Requirements

In order to receive an allocation of federal FSET funds, participating counties must complete an annual FSET plan. State approval of the county plans and allocation of FSET funds will be contingent upon federal approval of the state FSET plan by the U.S. Department of Agriculture, Food and Nutrition Service (FNS). The sections and subsections in this handbook cover all of the items that must be included in the county FSET plan. Counties will be formally notified of their FSET plan approval and final fiscal allocation via county fiscal letter.

#### A. FSET Fund Limitations

The use of FSET administrative funds is limited to the cost of planning, implementing, and operating an FSET program, in accordance with the approved plan. FSET administrative funds must not be used for any of the following:

- Determining whether an individual must be work registered;
- The work registration process;
- Further screening during the certification process;
- Sanctioning activity that takes place after noncompliance without good cause is reported;
- Subsidizing a participant's wages; and

 Reimbursing participants for dependent care or transportation/ancillary (separate FSET budgets are provided for these costs).

**Note**: For purposes of this section, the certification process is considered ended when an individual is referred to FSET for assessment or participation.

As specified in a letter to California from the FNS dated September 17, 1998, FSET funds may not be used for mental health and/or substance abuse treatment that are medical (i.e., the treatment of a diagnosed condition by a physician or psychologist). FSET funds may be used for non-medical drug and alcohol rehabilitation (DAR) and mental health counseling (MHC) that are offered concurrently with an allowable FSET component. The activities must provide social and support services such as discussion groups and counseling, which enhance the participant's employability. Hours of participation must comprise less than 25 percent of the concurrent FSET activities. Federal FSET funds cannot be used to supplant non-federal funds for drug and alcohol rehabilitation or mental health counseling activities that are supported by funds from the state, counties, or local jurisdictions. FSET funds may not be used to provide post-FSET services to persons who are no longer participating in FSET components. Examples of post-FSET services include drug/alcohol rehabilitation and domestic violence counseling to former FSET participants.

Counties provide payments to FSET applicants and participants for the actual costs of transportation and ancillary expenses that are reasonable and necessary and directly related to participation in the FSET program. These payments shall be provided as either a reimbursement for expenses incurred or as an advance payment for anticipated expenses in the coming month. Ancillary expenses include, but are not limited to, uniforms, personal safety items or other necessary equipment, and books or training manuals. Such expenses shall not include the cost of meals away from home. Counties determine the level of reimbursement or advance. The level shall be defined in the county plan and approved by CDSS. In addition, counties are required to maintain written policy and procedures for the reimbursement of transportation and

ancillary expenses. Furthermore, FSET participants shall have access to the county's reimbursement policy and procedures.

There is a strong correlation between the numbers reported in the FSET plan and the numbers reported on the STAT 40 and STAT 46 reports (see Exhibit 2). This correlation must be reflected in the county FSET plan. In order to provide plan data that is consistent with report data, counties must clearly explain all significant increases and decreases between data in the plan and on the STAT reports.

CDSS will e-mail the handbook in Microsoft Word to all county Food Stamp Coordinators. While counties are not required to use the electronic versions of the documents, they are required to include all the requested information in the specified format. If the electronic documents are used, please be aware of document margins and use the "type over" mode, where appropriate, to key in the information. For more information, contact the CDSS Employment Bureau at (916) 654-2137.

#### II. FSET Plan Submission

The deadline for submitting the FFY 2004 FSET plan is **November 14, 2003**. Counties are encouraged to submit their 2004 FSET plans by e-mail (no PDF attachments please) to <a href="mailto:tony.pyara@dss.ca.gov">tony.pyara@dss.ca.gov</a> to expedite the State's review process. If a county does not have this capability, it must send <a href="mailto:tony.pyara@dss.ca.gov">tony.pyara@dss.ca.gov</a> to expedite the State's review process. If a county does not have this capability, it must send <a href="mailto:tony.pyara@dss.ca.gov">tony.pyara@dss.ca.gov</a> to expedite the State's review process. If a county does not have this capability, it must send <a href="mailto:tony.pyara@dss.ca.gov">tony.pyara@dss.ca.gov</a> to expedite the State's review process. If a county does not have this capability, it must send <a href="mailto:tony.pyara@dss.ca.gov">tony.pyara@dss.ca.gov</a> to expedite the State's review process. If a county does not have this capability, it must send <a href="mailto:tony.pyara@dss.ca.gov">tony.pyara@dss.ca.gov</a> to expedite the State's review process. If a county does not have this capability, it must send <a href="mailto:tony.pyara@dss.ca.gov">tony.pyara@dss.ca.gov</a> to expedite the State's review process.

California Department of Social Services
744 P Street, Mail Station 16-33
Sacramento, California 95814
Attention: Tony Pyara

Fax: (916) 654-1048

#### III. FSET Plan Modifications

If a county proposes to make any substantive changes to the FSET program after its FSET plan is approved by CDSS, the county must submit a plan modification to the

above address. The modification request must be approved before the proposed change(s) may be implemented. The county may be liable for costs associated with implementation of any significant change prior to approval by CDSS and FNS. The following are examples of changes that require a formal modification of the county FSET plan:

- Major changes in components (e.g., adding, deleting, or modifying a component);
- Changes in the amount of expenditures expected to exceed the 100 percent FSET grant level for which the State agency will request 50 percent Federal reimbursement;
- Change in the method of paying participant reimbursement.

Include in the plan modification an explanation of the proposed change(s) as well as page changes to the appropriate sections of the county FSET plan. Include a revised copy of **Table 1**, **Estimated Participant Levels**, and **Table 2**, **Estimated FSET Placement Levels**, if participation levels change as a result of the modification. Similarly, include a revised copy of **Table 4**, **Operating Budget**, and **Table 5**, **Planned Costs by Funding Category**, if the plan modification will result in a change in the operating budget and/or a change in the amount of any of the funding categories.

Some changes to the county FSET plan do not require approval by CDSS. These changes include the substitution of one contractor for another that does not affect the scope or operation of a component or a change in the targeted population of a component (e.g., from illiterate adults to high school dropouts under 20 years old) that does not affect the participation levels or component cost. Although CDSS approval is not required for these changes, it is imperative that *all* changes to the county FSET plan be reported to CDSS in a timely manner in order that CDSS has an accurate record of the county programs. These changes should be reported in the form of page changes to the appropriate sections of the plan. If there are any questions regarding this handbook, please contact the following individuals at the CDSS Employment Bureau:

Questions on FSET plan completion Tony Pyara, Analyst, (916) 657-2630

Questions on participation requirements Robert Nevins, Analyst, (916) 654-1408

## **PLAN COVER SHEET**

## County FSET Plan FFY 2004

Count	ty of	
	FSET County o	r Non-FSET County
	ABAWD Waiver	? Yes <b>or</b> No
Nu	umber of Components	o Offered:
Circle the com	nponents from the follo	owing list that are offered in your county:
Job Wor Self-Initiate Work Exper	Search Club kfare ed Workfare ience or OJT al Training	Vocational Training/Job Search Vocational Training/Job Club Education Education/Job Search Education/Job Club Other
Prepared by:		
Title:		
Telephone:		
Fax:		
E-mail:		
Date Submitted:		

# PART I SUMMARY OF COUNTY FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM

Part I of the county FSET plan summarizes the FSET program that the CWD plans to implement.

In Section I–A, provide an outline of the major features of the county's FSET Program, including but not limited to program changes and ABAWD population. In Section I–B describe all of the components that will be included in the program.

**A. Abstract of the County FSET Program.** Provide a brief narrative that summarizes and affords an overall perspective of the FSET program. The abstract should, at a minimum, include the following information:

I. Program Changes. County FSET programs sometimes undergo revisions to
provide improved FSET services to their food stamp work registrant populations and
provide qualifying education, training, and workfare opportunities for ABAWDs.
Describe here the nature of substantive changes contained in the plan. For example:
The county has increased/reduced
The county has added/eliminated
The county has decided to focus solely ondue to

#### 2. ABAWD Population.

- Estimate the size of the ABAWD population to be served by the program in FFY
   2004. Only count ABAWDs who will participate in a component.
- Explain whether the estimated number of ABAWDs in the county is based on a
  duplicated or unduplicated count of individuals. An unduplicated count is one where
  individuals will not be included in the reported work registrant counts more than once
  in any fiscal year. FNS asks the states for an unduplicated count. Counties should
  make every effort to provide an unduplicated count in the plan.

- If a county can only provide a duplicated count of ABAWDs in the county, explain
  why and estimate in this section the *portion* of reported ABAWDs believed to be
  duplicated. Detail the methodology used in making this estimate.
- Explain any significant difference between data reported on the STAT 46 reports and the data estimates in this plan.
- Discuss planned implementation of the 15 percent ABAWD exemption allowance,
   specifically the criteria for ABAWDs to be exempted.
- Discuss any special problems associated with the ABAWD population (e.g., anticipated high noncompliance levels, significant barriers faced by ABAWDs, etc.)
- **3. Program Components.** To receive approval, FSET program components must be meaningful and must directly enhance the employability of individual food stamp recipients. By law an FSET program may consist of many different types of components, including but not limited to Job Search, Job Club, Workfare, Education to improve employability, Work Experience or On-the-Job Training to improve employability, other employment-oriented activities (e.g., job placement, supported work experience, WIA services), and Self-Employment Training.
- List the components that will be included in the county's FSET program.
- Discuss the hours of participation required for each component.
- Describe any planned combinations of components to meet the statutory requirement of 20 hours participation per week to qualify as a work program for ABAWDs.

Note: An FSET program may consist of many different types of components. Refer to Exhibit 3 for a brief description of FSET participation requirements and allowable FSET activities for ABAWDs and non-ABAWDs.

#### 4. Sequencing of Components.

 Describe the sequence in which the components will be assigned, if it is intended that persons will be placed in more than one component over the course of the FFY.

#### 5. Other Employment Programs.

- Describe other employment and training programs that serve Food Stamp,
   CalWORKs, and General Assistance recipients.
- Describe how the FSET Program will interface with these other employment and training programs.
- Detail the coordination between the CalWORKs Welfare-to-Work program and the FSET Program, including administrative consolidations and shared components, if any.

#### 6. Workforce Development System.

Counties are encouraged to deliver their FSET components through the Workforce Investment Act, One-Stop System, unless their local One-Stop Center cannot provide the service or a One-Stop Center does not exist in the area.

- Describe the county's plans for delivering each of its FSET components through its workforce development system.
- If a particular component is not available locally through the system, discuss the source(s) the county will use to provide the component.

#### 7. Outcome Data.

- Please forward with the county FSET plan any outcome data such as numbers of participants entering employment, types of employment found, wage rates, etc., collected by the CWD.
- Also forward a copy of any evaluations or studies relating to employment and training conducted or commissioned by the county.
- **B. Program Components.** In this part of the plan using the template provided, provide a detailed narrative description of each FSET program component (i.e., activity) that will be offered by the county during FFY 2004.

There are some entries that are unique to a specific component. These are highlighted in shaded text and must be included in the component description when the activity is offered concurrently with another activity (e.g., vocational training/job search). When a component includes concurrent activities, the component name must reflect all the activities associated with that component (e.g., Work Experience/OJT/ Drug and Alcohol Rehabilitation/Mental Health Counseling).

A separate template for drug and alcohol rehabilitation or mental health counseling is not included because this activity must not comprise more than 25 percent of a participant's required hours of participation. If drug and alcohol rehabilitation or mental health counseling is offered, this activity must be described within the context of the primary activity. For example, if a participant is required to participate in vocational training and drug/alcohol rehabilitation, the rehabilitation activities must be included in the detailed narrative description of the vocational training activity.

**Note:** It is important to remember the following when completing the county FSET plan:

- Assessment by itself is not a component/activity.
- Screening is not a component/activity.
- The Workfare component by itself satisfies the ABAWD work rule. This means that the hours of participation in Workfare need not be 20 hours per week to satisfy the

- rule. However, the number of hours per month must not exceed the household's monthly food stamp allotment divided by California's minimum wage.
- Separate the number of mandatory participants into ABAWD mandatory and non-ABAWD mandatory entries.
- Do not use decimals or fractions for numbers of participants. Only enter whole numbers by rounding up or down as necessary.
- Do not use ranges for numbers of participants (e.g., 5 7, 1 to 3). Only use single whole numbers.
- Every component summary should have a corresponding entry on *Table 4*.
- **1. Explanation of Terms.** Below are explanations of items that must be included in each component description, as appropriate. See the example component description at the end of this section on page 22.

**Component name.** Provide the full name, including concurrent activities associated with the component.

Component type. Designate each component offered as either a work or non—work component. A "work component" is one that provides an actual job in the workplace. Work components are limited to workfare, OJT, or work experience. Participation in a work component for a food stamp household in a month is restricted to the number of hours obtained by dividing the household's monthly benefit level by the higher of the applicable Federal or State minimum wage. (In California, the state minimum wage is higher than the federal minimum wage.) Depending on the amount of the household's monthly food stamp allotment, individuals in FSET work components can be required to work up to 30 hours per week. A "non—work component is any other type of component, such as, job search, job club, vocational training, and education. Individual participation in concurrent work and non—work components is limited to a total of 120 hours per month, regardless of household allotment size. Participants in non—work components may be required to participate for up to 120 hours per month regardless of allotment size.

**Component description.** Describe the participant activities of the component. Include descriptions of supportive and enhanced ancillary services such as, drug and alcohol rehabilitation and mental health counseling.

**Geographic areas covered and variations among local areas.** Summarize the areas of the county where this particular component will operate and discuss, if applicable, any significant reasons for limiting its operation.

#### Anticipated number of ABAWD participants who will begin the component.

Estimate the number of ABAWDs subject to the 3-month time limit who are expected to begin the component. Include individuals who will begin the component concurrently with another one. In addition, include both mandatory ABAWDs and volunteer ABAWDs. Discuss any significant issues or situations that affect the estimate, such as approved waivers of the ABAWD work requirement. Explain any significant difference between the annual number of ABAWDs who began the component last year as reported on the STAT reports and the number of ABAWDs estimated in this plan to begin the component.

#### Anticipated number of non-ABAWD participants who will begin the component.

Estimate the number of non–ABAWDs who are expected begin the component. Include individuals who will begin the component concurrently with another one. In addition, include both mandatory non-ABAWDs and volunteer non-ABAWDs. Discuss any significant issues or situations that affect the estimate. Discuss, if applicable, the reason(s) for not allowing volunteers to participate. Explain any significant difference between the annual number of non-ABAWDs who began the component last year as reported on the STAT reports and the number of non-ABAWDs estimated in this plan to begin the component.

**Number of hours of participation in the component and duration.** Specify for each component description the number of hours of participation expected for each participant (FNS suggests a level of effort comparable to 12 hours per month per participant for two months as a guideline for a meaningful component).

**Organizational responsibilities.** Specify service providers. Which entity operates this component (e.g., Employment Services (ES) operates job search training; county operates individual job search; contractor operates vocational training, etc.).

Number of participants expected to receive a participant reimbursement and the estimated amount of reimbursements to be paid. Provide realistic estimates of how many individuals are expected to need reimbursement and the amount of money needed. Include separate estimates for 1) transportation and costs other than dependent care, and 2) dependent care costs.

**Total cost of the component and cost per participant.** Compute the total estimated cost of administering the component, including expenses such as salaries, contracts, and participant reimbursements—both the county and federal shares. This cost must be the same as specified on **Table 4**, **Operating Budget**. Estimate the cost per placement of the component by dividing the total estimated cost of the component by the anticipated number of placements.

Explanation of any significant differences between the plan estimates and the annual numbers from the STAT 40 and STAT 46 reports. In the space provided at the end of each component summary, provide an explanation of any significant differences between the entries in the 2004 plan and the annual totals reported on the STAT reports.

#### **Example of a Component Summary**

- a. Component name: Workfare
  - 30-day Job Search prior to Workfare (check box if applicable)
- b. Component type: work
- c. Component description: (describe the participant activities)

Following the initial determination of eligibility, newly-certified ABAWDs are required to conduct up to 30 days of job search. Participants attend two days (six hours each day) of classroom instruction on job-search techniques, including interviewing, telephone technique, and preparation for interviewing and good work habits. The next five days are spent in a "phone room" arranging interviews with prospective employers.

Participants must make five documented job contacts a day in the subsequent three weeks, reporting to a case manager every other week.

At the end of the 30-day Job Search period, if the ABAWD has not obtained employment, he/she is offered a workfare slot at a community-based organization, County Public Works, or other county government facility. If the ABAWD accepts the offer, he or she will be required to work the equivalent of the number of hours produced by dividing the household's monthly food stamp allotment by the state minimum wage of \$6.75 per hour.

d.	Geographic areas covered and variations among local areas:
e.	County-wide Other (specify): Targeted populations (e.g., applicants who are ABAWDs, recipients who are LEP): Please be specific.
	ABAWD applicants and recipients
f.	Anticipated number of ABAWD participants who will begin Workfare each <b>month</b> 200
g.	Anticipated number of <u>non-ABAWD</u> participants who will begin Workfare each <b>month</b> :
	0
h.	Total number of anticipated participants in Workfare each <b>month</b> (f + g):

i. Number of hours of participation in Workfare and duration of component:

Hours are determined by dividing the household's food stamp allotment by the state minimum wage of \$6.75 per hour and the duration of the activity is indefinite. Also see number 3 above for the level of effort for 30-day Job Search activities.

200

- j. If 30-Day Job Search Prior to Workfare is offered:
  - Participants required to perform this activity (e.g., newly-certified ABAWDs):

All work-registered, non-exempt, and non-deferred ABAWDs

Number of job contacts that will be required over what time period:

Participants must make five documented job contacts a day in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> weeks of the 30-day Job Search period.

#### Method for monitoring job contacts (e.g., random phone calls):

Random phone calls to employers listed on the job contact sheets by participants will be used to monitor job contacts.

k. Organizational responsibilities (specify providers):

The county welfare department's Employment Services Division develops workfare component placements. Supervision of participants at the workfare sites is provided by the agency or organization receiving the participants' services. The supervision costs are funded through interagency agreements and/or contracts.

I. Cost of the component <u>without</u> participant reimbursements:

\$	100	monthly cost per participant
X	200	monthly number of participants
\$	20,000	= cost per month
X	12 months	=
\$	240,000	annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Workfare component on Table 4.

m. Cost of participant reimbursement for dependent care: not applicable

\$	not applicable	monthly cost per participant
X	0	<b>monthly</b> number of participants to be reimbursed [This number must not be greater than item i. above.]
\$	0	= cost per month
Χ	12 months	=
\$	0	annual FFY 2004 cost of this expense. Enter this amount in Column D of Workfare component on Table 4.

n. Cost of participant reimbursement for transportation/ancillary:

\$	50 <b>monthly</b> cost per participant [\$25 cap eliminated]
X	200 <b>monthly</b> number of participants to be reimbursed [This number must not be greater than item h. above.]
\$	10,000 = cost per month
X	12 months =
\$	120,000 annual FFY 2004 cost of this expense. Enter this amount in Column E of Workfare component on Table 4.

o. Total cost of the component <u>including</u> participant reimbursements:

\$	240,000	final figure from item I. above
+	0	final figure from item m. above
+	120,000	final figure from item n. above
= \$	360,000	total cost for Workfare. Enter this amount in Column F of Workfare component on Table 4.

p. Explanation of any significant differences between the Workfare data above and the county's annual STAT report data.

#### **EXAMPLE:**

The anticipated number of ABAWD participants reported above is 100 more than the annual amount given on the STAT 46 report. Two neighboring counties are expected to experience moderate reduction in available jobs. As a result, our county may see an increase in ABAWDs as people relocate to find work.

#### 2. Component Summaries

#### 1. Job Search

This component requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. The component may be

designed so that the participant conducts his/her job search independently or within a group setting. The guidelines for this activity are discussed below.

- Applicants can be assigned up to 8 consecutive weeks of Job Search
- Recipients can be assigned up to 8 more weeks during 12 consecutive months
- Minimum and maximum hours per month are 12 and 120.

#### **ABAWDs**

Hours spent in Job Search count toward the 20-hour per week ABAWD work requirement provided the Job Search is not a stand-alone component, but is offered concurrently with an FSET Education or Vocational Training component.

Hours spent performing Job Search must be less than half the total hours required for the complementary components. For example, the county offers Job Search and Vocational Training concurrently. If the vocational training activity is 15 hours per week, the maximum hours spent in Job Search cannot exceed seven hours per week.

Note: Stand-alone Job Search is not a qualifying ABAWD activity\*

#### **Component Combinations**

When Job Search is offered concurrently with another activity, information from lines d and e of the template for this activity must be included in the description of the primary activity with which it is offered concurrently.

\*Exception: Stand-alone job search can be a qualifying activity for ABAWDs if it is operated under Title 1 of the WIA or Section 236 of the Trade Act.

a.	Component name:	Job Search	
b.	Component type:	non-work	
C.	Component description: (describe the participant activities)		
d.	Number of job conta	acts that will be required over what time period:	
e.	Method for monitori	ng job contacts (e.g., random phone calls):	

f.	Geographic areas covered and variations among local areas:		
	- Journey Wide		
g.	Targeted populations (e.g., applicants who are ABAWDs, recipients who are LEP): Please be specific.		
h.	Anticipated number of ABAWD participants who will begin Job Search each month:		
i.	Anticipated number of <u>non</u> -ABAWD participants who will begin Job Search each <b>month</b> :		
j.	Total number of anticipated participants in Job Search each <b>month</b> (h + i):		
k.	. Organizational responsibilities (specify providers):		
I.	Cost of the component without participant reimbursements:		
	\$	monthly cost per participant	
	X	monthly number of participants	
	\$	_ = cost per month	
	X 12 months	=	
	\$	annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Job Search component on Table 4.	

m.	Cost of participant reimbursement for dependent care:			
	\$	monthly cost per participant		
	X	monthly number of participants to be reimbursed [This number must not be greater than item j. above.]		
	\$	= cost per <b>month</b>		
	X 12 months	=		
	\$	annual FFY 2004 cost of this expense. Enter this amount in Column D of Job Search component on Table 4.		
n.	Cost of participant reimbursement for transportation/ancillary:			
	\$	monthly cost per participant [\$25 cap eliminated]		
	X	monthly number of participants to be reimbursed [This number must not be greater than item j. above.]		
	\$	= cost per <b>month</b>		
	X 12 months	=		
0.		annual FFY 2004 cost of this expense. Enter this amount in Column E of Job Search component on Table 4.  ponent including participant reimbursements:		
	\$	final figure from item I. above		
	+	final figure from item m. above		
	+	final figure from item n. above		
	= \$	total cost for Job Search. Enter this amount in Column F of Job Search component on Table 4.		

p. Explanation of any significant differences between the Job Search data above and the county's annual STAT report data.

#### 2. Job Club

This component is designed to enhance the job readiness of participants by providing instruction in job seeking techniques and striving to increase motivation and self-confidence. The component may consist of job skills assessments, job placement services or other direct training or support activities. The guidelines for this activity are discussed below.

- Applicants can be assigned up to 8 consecutive weeks of Job Club
- Recipients can be assigned up to 8 more weeks during 12 consecutive months
- Minimum and maximum hours per month are 12 and 120

#### **ABAWDs**

Hours spent in Job Club count toward the 20-hour per week ABAWD work requirement provided the Job Club is not a stand-alone component, but is offered concurrently with an FSET education or vocational training component.

Hours spent performing Job Club must be less than half the total hours required for the complementary components. For example, the county offers Job Club and Vocational Training concurrently. If the vocational training activity is 15 hours per week, the maximum hours spent in Job Club cannot exceed seven hours per week.

Note: Stand-alone Job Club is not a qualifying ABAWD activity.\*

#### **Concurrent Components**

When Job Club is offered concurrently with another activity, information from lines c and d of the template for this activity must be included in the description of the primary activity/ies with which it is offered concurrently.

\*Exception: Stand-alone Job Club can be a qualifying activity for ABAWDs if it is operated under Title 1 of the WIA or Section 236 of the Trade Act.

a. Component name: Job Club

b. Component type: non-work

C.	Component description: (describe the participant activities, number of hours of participation in the component and duration [e.g., 1 week, 30 hours per week of classroom training; followed by 2 weeks, 10 hours per week of actual job search]):
_	
d.	Component structure description (e.g., group training and motivation followed by supervised job club). Describe the duration and goals of the training as well as any specific job search requirements (e.g., number of job contacts that will be required over what period of time, method for monitoring job contacts, etc.):
e.	Geographic areas covered and variations among local areas:  County-wide Other (specify):
f.	Targeted populations (e.g., applicants who are ABAWDs, recipients who are LEP): Please be specific.
g.	Anticipated number of ABAWD participants who will begin Job Club each <b>month</b> :
h.	Anticipated number of <u>non</u> -ABAWD participants who will begin Job Club each <b>month</b> :
i.	Total number of anticipated participants in Job Club each <b>month</b> (g + h):

j.	Organizational resp	onsibilities (specify providers):
k.	Cost of the compon	ent without participant reimbursements:
	\$	monthly cost per participant
	X	monthly number of participants
	\$	= cost per <b>month</b>
	X 12 months	=
	\$	annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Job Club component on Table 4.
l.	Cost of participant r	eimbursement for dependent care:
	\$	monthly cost per participant
	X	<b>monthly</b> number of participants to be reimbursed [This number must not be greater than item i. above.]
	\$	= cost per <b>month</b>
	X 12 months	=
	\$	annual FFY 2004 cost of this expense. Enter this amount in Column D of Job Club component on Table 4

\$	<b>monthly</b> cost per participant [\$25 cap eliminated
X	monthly number of participants to be reimbursed [This number must not be greater than item i. above.]
\$	= cost per month
X 12 month	ns =
\$	annual FFY 2004 cost of this expense. Enter this amount in Column E of Job Club component on Table 4.
Total cost of the	component including participant reimbursements:
\$	final figure from item k. above
+	final figure from item I. above
+	final figure from item m. above
	total cost for Job Club. Enter this amount in
= \$	Column F of Job Club component on Table 4.
Explanation of any	

#### 3. Workfare

This is a work component in which food stamp recipients perform work in a public service capacity as a condition of eligibility. The primary goal of Workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community.

In lieu of wages, Workfare participants receive compensation in the form of their household's monthly food stamp allotment. Workfare assignments cannot replace or prevent the employment of regular employees, and assignments must provide the same

benefits and working conditions provided to regular employees performing comparable work for comparable hours.

This component satisfies the ABAWD work requirement even if hours of participation are less than 20 per week. Hours of Workfare participation are always determined by dividing the household's food stamp allotment by the higher of the federal or state minimum wage. (In California, the state minimum wage is higher than the federal minimum wage.) A county may require participation in Workfare concurrent with participation in other components, but it is not required to do so for purposes of satisfying the ABAWD work requirement.

FSET programs must <u>not</u> include participation requirements beyond the maximum hours established for FSET. Manual of Policies and Procedures Section 63-407.856 specifies that the maximum hours of participation imposed on each FSET participant shall not exceed 120 hours per month, including non-work and work component hours, and hours worked for compensation, in cash or in kind.

Note: List only workfare programs that comply with Manual of Policies and Procedures Section 63-407.841(b)(1).

#### 30-Day Job Search Prior to Workfare

This component satisfies the ABAWD work requirement. Hours of participation are determined by dividing the household's food stamp allotment by the higher of the state or federal minimum wage. Because the 30-Day Job Search is part of the Workfare component, it counts as a qualifying activity.

a.	Component name: Workfare
	☐ 30-day Job Search prior to Workfare (check box if applicable)
b.	Component type: work
C.	Component description: (describe the participant activities)
d.	Geographic areas covered and variations among local areas:
[	<ul><li>☐ County-wide</li><li>☐ Other (specify):</li></ul>

e.	Targeted populations (e.g., applicants who are ABAWDs, recipients who are LEP): Please be specific.
f.	Anticipated number of ABAWD participants who will begin Workfare each month
g.	Anticipated number of <u>non</u> -ABAWD participants who will begin Workfare each <b>month</b> :
h.	Total number of anticipated participants in Workfare each <b>month</b> (f + g):
i.	Number of hours of participation in Workfare and duration of component:
j.	If 30-Day Job Search Prior to Workfare is offered:  • Participants required to perform this activity (e.g., newly-certified ABAWDs):
	Number of job contacts that will be required over what time period:
	<ul> <li>Method for monitoring job contacts (e.g., random phone calls):</li> </ul>
k.	Organizational responsibilities (specify providers):

\$	monthly cost per participant
X	
\$	= cost per month
X 12 months	=
\$	annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Workfare component on Table 4.
	nbursement for dependent care:
Cost of participant rein  \$ X	monthly cost per participant
\$	monthly cost per participant  monthly number of participants to be reimburse [This number must not be greater than item h.
\$X	monthly cost per participant  monthly number of participants to be reimburse [This number must not be greater than item h. above.]

\$	<b>monthly</b> cost per participant [\$25 cap elimina
X	monthly number of participants to be reimbu [This number must not be greater than item habove.]
\$	= cost per month
X 12 months	=
\$	annual FFY 2004 cost of this expense. Enter amount in Column E of Workfare component of Table 4.
	nent <u>including</u> participant reimbursements:
\$	final figure from item I. above
+	final figure from item m. above
+	final figure from item n. above
= \$	total cost for Workfare. Enter this amount in Column F of Workfare component on Table 4.
	icant differences between the Workfare data above a Γ report data.
he county's annual STA <sup>-</sup>	
he county's annual STA <sup>-</sup>	

#### 4. Self-Initiated Workfare.

This is a work component for ABAWDs that is comparable to regular Workfare and designed to assist ABAWDs in fulfilling their work requirement. In self-initiated programs, ABAWDs voluntarily participate and find their own Workfare job assignments. Individuals are responsible for arranging to have their participation reported to their caseworkers and verifying their Workfare hours.

This component can be used to satisfy the ABAWD work requirement and hours of participation are determined by dividing the household's food stamp allotment by the

higher of the state or federal minimum wage. Note: List only comparable workfare programs established by a State or political subdivision of a State. Component name: Self-Initiated Workfare a. b. Component type: work Component description: (Describe the participant activities and the method used C. to determine the monthly number of participation hours.) d. Geographic areas covered and variations among local areas: County-wide  $\Box$ Other (specify): Anticipated number of ABAWD participants who will begin Self-Initiated Workfare e. each month: f. Organizational responsibilities, if any (specify provider name and precise duties) ABAWD responsibilities (finding workfare position; keeping track of hours of g. participation, reporting, etc.)

Cost of the component v	<u>without</u> participant reimbursements:
\$	monthly cost per participant
X	monthly number of participants
\$	= cost per month
X 12 months	=
\$	annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Self-Initiated Workfare component on Table 4.
Cost of participant reimb	oursement for transportation/ancillary:
\$	monthly cost per participant [\$25 cap eliminated]
X	monthly number of participants to be reimbursed [This number must not be greater than item e. above.]
\$	= cost per month
X 12 months	=
\$	annual FFY 2004 cost of this expense. Enter this amount in Column E of Self-Initiated Workfare component on Table 4.
Total cost of the compor	nent <u>including</u> participant reimbursements:
\$	final figure from item h. above
+	final figure from item i. above
= \$	total cost for Self-Initiated Workfare. Enter this amount in Column F of Self-Initiated Workfare component on Table 4.

k.		Explanation of any significant differences between the Self-Initiated Workfare data above and the county's annual STAT report data.				
	-					
Th	is is	rk Experience or On-the-Job Training (OJT) s a work component designed to improve the employability of participants through work experience or training and to enable them to move into regular employment.				
an em pe	d th iplo rmis	Experience or OJT assignments may not prevent or replace regular employment, ley must provide the same benefits and working condition provided to regularly yed individuals performing comparable work for comparable hours. It is saible to place FSET participants in Work Experience or OJT positions with private entities.				
ра	rtici	omponent can be used to satisfy the ABAWD work requirement and the hours of pation are determined by dividing the household's food stamp allotment by the of the state or federal minimum wage.				
a.		Component name: Work Experience or OJT				
b.		Component type: work				
C.		Component description: (describe the participant activities)				
d.		Geographic areas covered and variations among local areas:				
		County-wide Other (specify):				
е.		Targeted populations (e.g., applicants who are ABAWDs, recipients who are LEP): Please be specific.				

f.	Anticipated number of ABAOJT each <b>month</b> :	AWD participants who will begin Work Experience or	
g.	Anticipated number of <u>non</u> or OJT each <b>month</b> :	-ABAWD participants who will begin Work Experience	
h.	Total number of anticipated	participants in Work Exp. or OJT each <b>month</b> (f + g):	
i.	Number of hours of participation and duration:		
j.	Organizational responsibili	ties (specify providers):	
k.	Cost of the component without participant reimbursements:		
	\$	monthly cost per participant	
	X	monthly number of participants	
	\$	= cost per <b>month</b>	
	X 12 months	=	
	\$	annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Work Exp. or OJT component on Table 4.	

l.	Cost of participant rei	mbursement for dependent care:	
	\$	monthly cost per participant	
	X	monthly number of participants to be reimbursed [This number must not be greater than item h. above.]	
	\$	= cost per month	
	X 12 months	=	
	\$	annual FFY 2004 cost of this expense. Enter this amount in Column D of Work Exp. or OJT component on Table 4.	
m.	Cost of participant reimbursement for transportation/ancillary:		
	\$	monthly cost per participant [\$25 cap eliminated]	
	X	monthly number of participants to be reimbursed [This number must not be greater than item h. above.]	
	\$	= cost per month	
	X 12 months	=	
	\$	annual FFY 2004 cost of this expense. Enter this amount in Column E of Work Exp. or OJT component on Table 4.	
n.	Total cost of the comp	ponent <u>including</u> participant reimbursements:	
	\$	final figure from item k. above	
	+	final figure from item I. above	
	+	final figure from item m. above	
	= \$	total cost for Work Exp. or OJT. Enter this amount in Column F of this component on Table 4.	

0.	Explanation of any significant differences between the Work Experience or OJT data above and the county's annual STAT report data.

#### 6. Vocational Training

This component is designed to improve the employability of FSET participants by providing training in a skill or trade that allows the participant to move directly into employment. A Vocational Training component may be offered concurrently with a Job Search or Job Club component. Hours of participation can range from 12 to 120 per month, as determined by the county.

#### ABAWDs:

a.

This component satisfies the ABAWD work requirement.

Component name: Vocational Training

Hours may be less than 20 hours per week when offered concurrently with other ABAWD activities except Workfare.

Hours spent in Job Club and/or Job Search count toward the 20-hour ABAWD work requirement. However, Job Search or Job Club must not be a stand-alone\* component and hours of participation must be less than half of the total hours required of the Vocational Training component. For example if a vocational training component is 20 hours per week, the maximum hours spent in Job Search cannot exceed nine hours per week.

\*Exception: Stand-alone Job Search can be a qualifying activity for ABAWDs if it is operated under Title 1 of the WIA or Section 236 of the Trade Act of 1974.

b.	Component type: non-work
C.	Training program description: (describe the participant activities)
_	
d.	Geographic areas covered and variations among local areas:
	County-wide Other (specify):
e.	Targeted populations (e.g., applicants who are ABAWDs, recipients who are LEP): Please be specific.

f.	Anticipated number of ABAWD participants who will begin Vocational Training each <b>month</b> :					
g.	Anticipated number of <u>nor</u> Training each <b>month</b> :	Anticipated number of <u>non</u> -ABAWD participants who will begin Vocational Training each <b>month</b> :				
h.	Total number of anticipated	Total number of anticipated participants in Vocational Training each <b>month</b> (f + g):				
i.	Number of hours of participation in Vocational Training and duration of component:					
j.	Organizational responsibilities (e.g., county refers participants to training course and monitors progress):					
k.	Cost of the component without participant reimbursements:					
	\$	monthly cost per participant				
	X	monthly number of participants				
	\$	= cost per month				
	X 12 months	=				
	\$	annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Vocational Training component on Table 4.				

\$		monthly cost per participant
X		monthly number of participants to be reimbur [This number must not be greater than item h. above.]
\$		= cost per month
X	12 months	=
\$		annual FFY 2004 cost of this expense. Enter amount in Column D of Vocational Training component on Table 4.
Cost	of participant reimb	oursement for transportation/ancillary:
\$		monthly cost per participant [\$25 cap elimina
X		<b>monthly</b> number of participants to be reimbur [This number must not be greater than item h. above.]
\$		= cost per month
X	12 months	=
\$		annual FFY 2004 cost of this expense. Enter a amount in Column E of Vocational Training component on Table 4.
Total	cost of the compor	nent <u>including</u> participant reimbursements:
\$		final figure from item k. above
+		final figure from item I. above
+		final figure from item m. above
		total cost for Vocational Training. <i>Enter this am</i>

0.	Explanation of any significant differences between the Vocational Training data above and the county's annual STAT report data:	
		-
		-

#### 7. Education

This is a non-work component that provides educational programs or activities to improve basic skills or otherwise improve employability. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school equivalency (GED), and post-secondary education. A post-secondary education component has a purpose that is academic and a curriculum that is designed primarily for students who are beyond the compulsory age for high school. Only Education components that establish a direct link to job-readiness will be approved. An Education component may be offered concurrently with a Job Search or Job Club component.

Federal FSET funds cannot take the place of non-federal (i.e., state or local) funds for existing educational services. Federal FSET funds for operating Education components may be authorized only for the costs that exceed the normal cost of services provided to persons not participating in FSET.

Hours of participation can range from 12 to 120 per month, as determined by the county.

#### ABAWDs:

This component satisfies the ABAWD work requirement.

Hours may be less than 20 hours per week when offered concurrently with other ABAWD activities except Workfare.

Hours spent in Job Search/Job Club may be offered concurrently with Education when they are less than half the total hours for education.

a. Component name: Education

b. Component type: non-work

C.		Component description:
_		
_		
d.		Type of educational activities (e.g., ESL, GED, basic literacy, post-secondary)
_		
_		
e.		Number of hours of participation in Education and duration of component: (e.g., 3 hours per week at night over a 4-month period)
f.		Geographic areas covered and variations among local areas:
		County-wide Other (specify):
g.		Targeted populations (e.g., applicants who are ABAWDs, recipients who are LEP): Please be specific.
h.		Anticipated number of ABAWD participants who will begin Education each <b>month</b> :
i.		Anticipated number of <u>non</u> -ABAWD participants who will begin Education each <b>month</b> :
j.		Total number of anticipated participants in Education each <b>month</b> (h + i):
k. ar	nd m	Organizational responsibilities (e.g., county refers participants to ABE classes nonitors progress):
_		

I. to er	nployability):	(explain how the educational services will be directly related					
m.	Cost of the compon	ent without participant reimbursements:					
	\$	monthly cost per participant					
	X	monthly number of participants					
	\$	= cost per <b>month</b>					
	X 12 months	=					
	\$	annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Education component on Table 4.					
n.	Cost of participant reimbursement for dependent care:						
	\$	monthly cost per participant					
	X	<b>monthly</b> number of participants to be reimbursed [This number must not be greater than item j. above.]					
	\$	= cost per <b>month</b>					
	X 12 months	=					
	\$	annual FFY 2004 cost of this expense. Enter this amount in Column D of Education component on Table 4.					

o. Cost of participant reimbursement for transportation/ar			oursement for transportation/ancillary:
	\$		monthly cost per participant [\$25 cap eliminated]
	X		<b>monthly</b> number of participants to be reimbursed [This number must not be greater than item j. above.]
	\$		= cost per <b>month</b>
	X	12 months	=
	\$		annual FFY 2004 cost of this expense. Enter this amount in Column E of Education component on Table 4.
p.	Total cos	st of the compor	nent <u>including</u> participant reimbursements:
	\$	<del> </del>	final figure from item m. above
	+		final figure from item n. above
	+		final figure from item o. above
	= \$		total cost for Education. Enter this amount in Column F of Education component on Table 4.
q.		on of any signific s annual STAT	cant differences between the Education data above and report data.

**8. Drug and Alcohol Rehabilitation/Mental Health Counseling (DAR/MHC)** Individuals may be assigned hours of participation in drug and alcohol rehabilitation or mental health counseling concurrently with any FSET component.

Hours of participation must comprise less than 25 percent of the concurrent FSET activities. When offered as part of a Vocational Training or Education activity, hours of participation in a drug and alcohol rehabilitation or mental health counseling activity count toward completion of the ABAWD work requirement.

The rehabilitation activities must not be medical in nature (i.e., the treatment of a diagnosed condition by a physician or psychologist). Instead, the activities must provide

social and support services such as a discussion groups and counseling that enhance the participant's ability to be regularly employed. FSET funds may be used for non-medical drug and alcohol rehabilitation or mental health counseling that is offered concurrently with an allowable FSET component. Finally, federal funds must not be used to supplant non-federal funds for drug and alcohol rehabilitation or mental health counseling activities that are supported by funds from the state counties, or local jurisdictions.

A separate template for the detailed narrative is not provided for this activity. Instead, when drug and alcohol rehabilitation or mental health counseling activities are offered, information about this activity must be included in the description of the primary activity with which it is offered concurrently (e.g., Vocational Training/DAR).

#### 9. Additional Components.

Counties offering combinations of activities that are not discussed anywhere else in this handbook must include the information specified below in the component description of the additional component.

Include WIA programs, training programs under Section 236 of the Trade Act of 1974, and other employment and training programs operated or supervised by the state or political subdivision of the state (e.g., GA Workfare).

Note: In order to qualify for federal funds, a full description of the component must be in the plan and it must adhere to FSET rules on the number of hours of work and/or participation for FSET participants.

The component description must include all of the following:

- Component name;
- Component type;
- Component description;
- Geographic areas covered and local variations;
- Targeted population;
- Anticipated monthly number of ABAWD and non-ABAWD participants;
- Level of participant effort and duration;
- Organizational responsibilities;
- Cost of the component per placement (do not include participant reimbursement);
- Per participant cost of participant reimbursement, number of participants expected to receive a reimbursement, and the estimated amount of reimbursements to be paid out. Separate dependent care from transportation/ancillary costs;
- Total annual cost of the component, with and without participant reimbursement; and
- Explanation of any significant differences between the component data above and the county's annual STAT report data.

Enter costs for all additional components on Table 4, Line 8.

a.		Component name (specify):				
b.		Component type (specify work or non-work):				
C.	Component description: (describe the participant activities)					
_						
d.		Geographic areas covered and variations among local areas:				
		County-wide Other (specify):				
е.		Targeted populations (e.g., applicants who are ABAWDs, recipients who are LEP): Please be specific.				
f.		Anticipated number of ABAWD participants who will begin the component each <b>month</b> :				
g.		Anticipated number of <u>non</u> -ABAWD participants who will begin the component each <b>month</b> :				
h.		Total number of anticipated participants in component each <b>month</b> (f + g):				
i.		Level of participant effort in component and duration of component:				
j.		Organizational responsibilities (e.g., county refers participants to training course and monitors progress):				
_						

Cost	Cost of the component <u>without</u> participant reimbursements:				
\$		monthly cost per participant			
X		monthly number of participants			
\$		= cost per month			
Χ	12 months	=			
\$		annual FFY 2004 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the component on Table 4.			
Cost	of participant reimburse	ment for dependent care:			
\$		monthly cost per participant			
X		monthly number of participants to be reimbursed [This number must not be greater than item i. above.]			
\$		= cost per <b>month</b>			
X	12 months	=			
\$		annual FFY 2004 cost of this expense. Enter this amount in Column D of component on Table 4.			
Cost	of participant reimburse	ment for transportation/ancillary:			
\$		monthly cost per participant [\$25 cap eliminated]			
X		monthly number of participants to be reimbursed [This number must not be greater than item i. above.]			
\$		= cost per month			
X	12 months	=			
\$		annual FFY 2004 cost of this expense. Enter this			

n.	lotal cost of the component <u>including</u> participant reimbursements:			
	\$	_ final figure from item l. above		
	+	_ final figure from item m. above		
	+	_ final figure from item n. above		
	= \$	_ total cost for additional component. Enter this amount in Column F of component on Table 4.		
0.	Explanation of any significant and the county's annual STA	nt differences between the Job Search data above		

## PART II PROGRAM PARTICIPATION AND DEFERRALS

This section of the County FSET plan contains data the CWD uses to design and plan its FSET program. It includes: 1) a discussion of the number and characteristics of the expected pool of work registrants; 2) an explanation of whether the CWD is able to produce an unduplicated count of work registrants; 3) the estimated number of work registrants the county intends to exempt from FSET, along with a discussion of its exemption criteria, 4) the anticipated number of placements into FSET components; and 5) the number of ABAWDs the county anticipates serving in qualifying education/training and/or work activities.

In this section, provide a clear explanation of the methods used to estimate the number of work registrants and ABAWDs and the potential number of FSET placements, including ABAWDs. <u>Use actual figures from the current fiscal year</u> whenever possible in formulating the projection. Be as accurate as possible in developing these estimates.

#### A. Work Registrant Population.

1.	Number of	Work	Registrants.	Include '	the tol	llowing wo	rk regis	trant da	ıta:

a. The number of work registrants in the existing food stamp caseload

	expected to be in the county on October 1, 2003
b.	The anticipated number of <b>new</b> work registrants to be <u>added</u> between October 1, 2003 and September 30, 2004
C.	The total number of work registrants in the county between October 1 and September 30 of the fiscal year $(a + b = c)$

#### 2. Unduplicated Work Registrant Count.

a. Explain whether the estimated number of work registrants is based on a duplicated or unduplicated count of individuals. An unduplicated count is

	one where individuals will not be included in the reported work registrant
	counts more than once in any fiscal year. Because FNS requires states to
	give an unduplicated count, counties must make every effort to provide
	unduplicated counts in their county FSET plans. Many counties have the
	computer capability to sift out duplicate registrations that occur during a
	year. This might happen when people have multiple spells of food stamp
	participation. Part V. requires a more complete description of the CWD's
	method of achieving an unduplicated count.
b.	If a county can only provide a duplicated count of work registrants,
	estimate in this section the <i>portion</i> of reported work registrants believed
	to be duplicated. Detail the methodology used in making this estimate.

3. Characteristics of Work Registrants. One part of the planning process is a careful analysis of the characteristics of the work registrant population and the potential FSET caseload. This type of analysis is helpful in determining the scale of program that is anticipated, as well as for deciding what types of services/components to provide. In addition, these data could be used to justify exemption criteria. If such analysis has been done, include a summary of the characteristics of the work registrant population in this section of the plan. The data should reflect the type of analysis used by the CWD to determine the composition of the FSET program chosen by the county. The summary should note how the data were compiled (e.g., special survey; FSET Program data; analysis of the Quality Control data; agency automated client record or certification system).

		Summary of the analysis is attached.
		An analysis was not conducted in our county.
		Other (specify):
		,
В.		ral Policy. Counties may defer from FSET participation categories of work rants or individual work registrants not included in any other deferral ory.
		ecify who among the work registrant population will not be required to rticipate in FSET.
	2. Dis	scuss specific deferral policies.

	Indicate the frequency with which the CWD reevaluates the validity of its deferrals.
C.	Number of Work Registrants Deferred from the FSET Program.
	Indicate the total number of work registrants the CWD expects to defer during FFY 2004.
	2. Complete Table 1, Estimated Participant Levels.
D.	Planned FSET Program Participation.
the y place partic the ti coun	ividual may begin and participate in more than one component over the course of ar. Each time the participant begins a new component the county counts a ment. However, if participation in a single component is not continuous (e.g., pation is interrupted by a disqualification), count the participant as placed only at the of initial commencement of the component. In addition, provide an estimated of individuals expected to participate in the FSET Program during the fiscal year. It is estimate, count each individual participant only once.
	te here the estimated number of applicants and recipients that the CWD expects in a component on or after October 1, 2003.
ABA\	/Ds in qualifying ABAWD component:
	ers (ABAWDs in non-qualifying components, non-ABAWDs in qualifying onents, and non-ABAWDs in non-qualifying components):

Complete Table 2, Estimated FSET Placement Levels.

### E. ABAWD Information.

Complete the ABAWD information requested in **Table 1** and in **Table 2**.

# PART III PROGRAM COORDINATION

As specified below, describe the coordination within the county's Food Stamp Program as well as with other programs administered by the CWD (e.g., CalWORKs, General Assistance). Also describe the interagency coordination between the county's Food Stamp Program and other agencies and entities outside the CWD.

- **A. Program Coordination.** Following the format described below, clearly describe how the FSET program relates to other processes in the Food Stamp Program.
  - 1. Narrative Coordination Statement
    - a. Describe the linkages between the following food stamp functions and the FSET program:
      - intake, application, and recertification;
      - work registration;
      - screening for FSET participation;
      - FSET component assignment;
      - monitoring compliance with component requirements;
      - determination of good cause;
      - preparation of the Notice of Adverse Action; and
      - sanctioning due to noncompliance with program requirements.
    - b. Include an organization chart and a client flow chart.
  - **2. Information Coordination.** Briefly describe how information will be coordinated and exchanged (e.g., forms, computer linkages, documentation of participant status and actions taken). Note actions taken at the county

level during the planning process to improve coordination and information flow between the FSET program and other agency units.

Describe the intake and disqualification processes. It is particularly important to describe the procedures established to assure that appropriate disqualification actions are begun within the time frames established by the Food Stamp Program regulations at MPP Section 63-407.5 after learning of a mandatory participant's noncompliance with FSET requirements. If the county wishes to use intake or other systems which are compatible with its CalWORKs welfare-to-work program, describe the proposed systems in this section of the county FSET plan.

- 3. Coordination Time Frames. Describe time frames associated with the FSET program and the major Food Stamp Program functions (e.g., how much time elapses between application for food stamps and referral into the FSET program, and between a finding of noncompliance and initiation of a Notice of Adverse Action).
- B. Interagency Coordination. An important aspect of the FSET program is that it should be coordinated as closely as possible with other relevant programs and agencies to maximize the use of all resources to assist food stamp applicants and recipients in improving their employability and self–sufficiency. In this section of the county FSET plan describe the linkages between the FSET program and other programs using the format presented in Table 3, Summary of Interagency Coordination. Table 3 is summarized here:
  - **1. Areas of Coordination.** Agencies or programs with which the FSET program may have linkages include:
    - Employment Development Department
    - Community colleges
    - Vocational education agencies
    - Adult Education Schools

- Social services agencies
- CalWORKs welfare-to-work program
- Workforce Investment Act programs
- General Assistance
- Other agencies or programs as appropriate

Items for which CWDs should describe linkages include:

- Another agency delivers services in an FSET component.
- The CWD delivers services for another program or agency (e.g., the CWD has a contract to provide job search training to WIA clients).
- The FSET program and another program or agency jointly operate one or more components (e.g., integrated Job Clubs).
- The FSET program refers individuals to another agency or program for services (e.g., referral to public adult education classes for remedial education).
- Specify other areas of coordination as appropriate.
- **2. Methods of Coordination.** Methods of coordination between agencies or programs may include the following:
  - Non–financial interagency agreements.
  - Contract for provision of services.
  - Joint plans of operation (e.g., the FSET program and CalWORKs program prepare one integrated operations plan or manual).
  - Informal referral procedures (e.g., the FSET program refers participants to WIA according to the regular intake policies for that program, with no special arrangements for FSET participants).

- Specify other methods of coordination as appropriate (e.g., joint advisory committees; joint staff training; exchange of job orders or Job Bank).
- C. Contractual Arrangements. If the county anticipates contracting out any portions of the FSET program, specify which activities will be delegated to contractor(s). Specific information on the contractual arrangements--such as name of the contractor, amount of the contract and contract management approach--does not have to be included in the county FSET plan. However, this information must be maintained by the CWD and be available for review by FNS upon request.

### PART IV PROGRAM COSTS AND FINANCIAL MANAGEMENT

This part of the county FSET plan addresses costs of the FSET program and related financial issues.

A. Planned Costs of the County FSET Program. It is vital that budget estimates be realistic and based on past experience and concrete projections. Use actual spending for the current operating year as a starting point for future budget projections, not the levels projected in previous county FSET plans.

**Note:** Approval of the CWD's estimated FSET budget does not constitute approval for the release of funds. Approval and release of FSET funds to the county is contingent upon approval of the County Expense Claim, which supports the county's FSET budget.

The information provided in the following subsections of the county FSET Plan must identify the planned allocation of county funds on **Table 4**, **Operating Budget**, and indicate the source of the funding on **Table 5**, **Planned Fiscal Year Costs of the FSET Program by Category of Funding**. Guidelines for accurate completion of Tables 4 and 5 can be found in the TABLES section of the handbook beginning on page 72.

Exhibit 1, **FSET Program Federal/County Financial Participation Categories**, depicts and explains the three FSET funding categories, including the two types of participant reimbursement.

1. Operating Budget. Separate operating expenses by component on Table 4, Operating Budget. This table also captures administrative expenditures not associated with one particular component, but with overall operation of the county's FSET program.

Table 4 captures the minimum amount of cost information acceptable for approval of a county FSET Plan. *The table must be accompanied by a narrative description of all items.* Please provide as much detail as possible. Additional information may be requested by CDSS if this section does not contain a complete description of Table 4. If any costs shown as

"Overall FSET Operational Costs" are not attributable to specific components, a complete explanation and justification of these costs must be included. CDSS must receive assurance that these costs do not represent any service to persons not receiving food stamps. Costs are allowed only with prior approval of CDSS and must be adequately documented to ensure that they are necessary, reasonable, and properly allocated to the FSET program.

If the CWD plans to match FNS 50 percent administrative funding with *in*– *kind contributions*, rather than a funding allocation, this should be discussed by adding a narrative to this section. Also, if the CWD plans to provide or *arrange for dependent care services* in lieu of providing participant reimbursements, this should be noted here and discussed further in Part IV.C.

- 2. Sources of FSET Funds. Estimate the total cost of the county FSET program and identify the source of funds, according to the funding categories. A format for providing this cost information is presented in Table 5, Planned Costs by Category of Funding. The costs depicted on Table 5 must be identical to those on Table 4.
- **3. Justification of Education Costs.** States are prohibited from supplanting state/local education costs from the state and local agencies to the federal government. Counties must provide the following:
  - Assurance that such supplantation does not and will not occur.
  - Explanation of the basis for any charges to the federal government for educational costs. This must include a discussion of why such costs are attributed to the FSET program and cannot be met through other existing education programs. Address whether the services being provided are available to persons other than FSET participants and if so, what the cost is for those persons.

**B.** Contracts. The amount spent on contractual obligations is captured on **Table 4**, **Operating Budget**. The elements that comprise the total cost of the contract must be maintained as part of the CWD's records. Clarification of the contractual costs reported on Table 4 may be requested by the State or FNS, if questionable.

If the CWD plans to use interagency agreements involving a transfer of funds to another agency of the county government, address the basis of charges for food stamp participants and the method for monitoring the agreement.

**C. Participant Reimbursement.** The CWD is responsible for reimbursing participants for necessary and reasonable expenses incurred in fulfilling FSET requirements. Expenditures that may be included in this category are transportation, dependent care, books or training manuals, uniforms or other special equipment that a participant must have for participation, and any other necessary and reasonable cost that a participant incurs. Participant reimbursements must <u>not</u> be paid for with 100 percent federal grant or 50 percent matched administrative cost funding.

Participant expenses for transportation and costs *other than dependent care*—per participant per month—are reimbursed by the CWD with 50 percent federal cost sharing up to the actual cost of the participant expenses or the CWD maximum reimbursement rate, whichever is lowest.

Expenditures for **dependent care**—per dependent per month—are reimbursed by the CWD, with 50 percent federal cost sharing, up to the actual cost of the dependent care or the Regional Market Rate\*, whichever is lowest. The CWD may provide reimbursements above established dependent care limits, but federal cost sharing is limited to the 50 percent specified above and any cost that exceeds established limits must be paid for by the county.

Participants with monthly expenses that exceed the amounts and limits above may have good cause for not participating. However, lack of county reimbursement funds is <u>not</u> a legitimate reason for exempting an individual from participation.

A county may provide or arrange for dependent care services in lieu of providing reimbursements. If the county chooses this option, describe the types of dependent

care services to be provided (e.g., preschool, extended day care for school children, adult care for the elderly and infirm). Include a description of the referral process to the service provider and a description of the payment process (e.g., the participant is provided a voucher, which is given to the service provider at the time dependent care services are provided; the voucher is redeemed by the service provider on a monthly basis in the form of a bill to the CWD that identifies the number of individuals served and the total hours of services provided).

\*The latest regional market rates can be obtained at www.dss.cahwnet.gov/getinfo/acl01/pdf/01-39.pdf.

The following two participant reimbursement sections are a new requirement from the 2004 Federal FSET handbook.

- Method of Participant Reimbursement. Counties may choose between two
  methods for reimbursing participants: 1) reimburse actual expenses incurred,
  or 2) reimburse based on a method derived by the CWD and described in this
  section.
  - Indicate in this section of the county FSET plan which of the two methods the CWD has chosen.
  - b. If the CWD wants to provide allowances to participants for transportation and costs other than dependent care based on the average costs of participating in FSET, this section of the county FSET plan must also include an explanation of the method that will be used to determine average expenditures. (Federal cost-sharing is limited to 50 percent of transportation and other costs).

#### 2. Procedure for Participant Reimbursement.

a. Describe the procedure to be used for reimbursing participants.
Counties may decide to provide up–front allowances for costs to be incurred, or they may choose to reimburse participants after the expenses have been incurred.

**Note:** For up–front allowances for dependent care expenses, a model practice for counties to follow is that the CWD obtains verification of the need for the dependent care, the amount of the expense, the name and address of the provider, and the hours of service prior to issuing the allowance.

b. If other agencies are given responsibility for providing reimbursements to participants, explain how such costs will be reported.

#### D. Cost Allocation.

- Describe the basis for allocating costs if the FSET program is being administered in conjunction with other employment programs serving recipients of other forms of assistance.
- 2. Summarize how shared costs will be allocated among the pertinent programs.

# PART V PROGRAM REPORTING AND MANAGEMENT INFORMATION

Counties are required to submit quarterly FSET Program Quarterly Statistical Reports (STAT 40 and STAT 46) to CDSS. Reports are due no later than 45 days after the end of each federal fiscal quarter. Financial information is reported on a county expense claim and includes claims for the 100 percent Federal grant, 50 percent matched administrative funding, and participant reimbursements. The claim is due 30 days after the end of each federal fiscal quarter.

Counties are required to provide an initial count of the total number of work registrants in the county on the first day of each FFY. This count is included in the first quarter STAT 40 report. Counties also report, on a quarterly basis, all participants who are newly work registered each month beginning in October. It is essential that CWDs accurately report these data elements so an actual count of work registrants for the year may be compiled.

Part V of the county FSET plan describes some of the key aspects of the FSET program reporting: the method for obtaining the initial count of work registrants; the method for ensuring an unduplicated work registrant count; and the methods for meeting financial and other non–financial reporting requirements.

۹.	Method for Obtaining Initial Count of Work Registrants. Provide a detailed
	description of exactly how the CWD arrives at the number of work registrants in
	the county on the first day of each FFY (October 1).

- **B.** Method for Ensuring an Unduplicated Work Registrant Count. In Part II.A.2 of this county FSET plan, the county indicated whether the number of work registrants reported is based on a duplicated or unduplicated count of individuals. By unduplicated, we mean that:
  - Individuals included in the work registrant count as of October 1 are <u>not</u> included in any subsequent count of work registrants for the remaining months of the year; and
  - Individuals certified or registered more than once in a 12-month period are only reported as a work registrant once during that 12-month period.
  - Indicate whether the count of work registrants is unduplicated or duplicated by marking the appropriate box below:

☐ The CWD's count of work registrants is <u>unduplicated</u> .
If the count is unduplicated, describe the <i>method</i> used to eliminate multiple
registrations. For example, the CWD may conduct a match of social security
numbers to eliminate duplicate work registrations over the course of the year.

☐ The CWD's count of work registrants is **duplicated**.

If the county is not able to produce an unduplicated count, describe here how the CWD reports this number to CDSS (i.e., are the quarterly numbers adjusted when reported, or is an adjustment made at the end of the fiscal year). Report any plans to adopt a system to eliminate duplicate counts, including a time frame when the system is expected to be operational.

Me	Methods for Meeting On–Going Federal Reporting Requirements.					
1.	Ma	anagement Information System (MIS) Method. Describe how FSET data				
	wi	Il be compiled, including:				
	a.	<b>Type of MIS</b> (e.g., automated MIS; aggregate hard copy reports from local agencies).				
	b.	Local reporting requirements (new FNS handbook requirement):  i. Will contractors be required to submit regular reports to the CWD?				
		ii. What information must contractors report?				
		iii. How frequently must local agencies and contractors report?				
wh	ere	ganizational Responsibility for FSET/ABAWD Reporting. Describe responsibility for FSET reporting is organizationally located at the county Include the <i>name of the responsible person(s)</i> , department, agency,				
and	d <i>te</i>	elephone number for the following:				
		a. Person responsible for non–financial FSET/ABAWD reporting.				
		Name: Title:				
		Phone Number:				
		E-mail Address:				

b. Person respo	onsible for financial FSET/ABAWD reporting.
Name:	
Title:	
Phone Number:	
c. Person respo	onsible for completing the county FSET plan.
c. Person responsible.	onsible for completing the county FSET plan.
Name:	
Name: Title:	
Name: Title: Phone Number:	

Additional information may be required from individual CWDs on an as-needed basis depending on the contents of the county FSET plan regarding the type of components offered and the characteristics of persons served. Such additional items and the time frames under which they should be provided will be discussed with the CWD prior to plan approval by CDSS.

# **TABLES**

### **GUIDELINES FOR COMPLETION OF FSET PLAN TABLES**

### TABLE 1 – Estimated Participant Levels for Fiscal Year 2004

- To be completed by FSET and Non-FSET counties
- Line A should be an unduplicated count and is the same number as Part II-A Line c
- Line A is always equal to or greater than Line E
- Line B-10 represents the deferred work registrant population that will not be required to participate in FSET and is the same as Part II-C Line 1. For non-FSET counties, this number will be the county's entire work registrant population.
- Line E represents the total number of all ABAWDs in the county during the year, including, the number in waived areas and the number with 15% exemptions.
- Line e-1 (subset of Line E)
  - Counties with a federally-approved ABAWD waiver should enter the total number of ABAWDs in the county
  - Counties without a federally-approved ABAWD waiver should enter zero
- Line e-2 (subset of Line E): Enter the number of ABAWDs under the 15% exemption allowance.

### TABLE 1B – Criteria for 15 Percent ABAWD Exemptions for FFY 2004

- To be completed by FSET and Non-FSET counties
- To be completed whether or not the county is using the 15 percent ABAWD exemption
- Counties may exempt ABAWDs who are at risk of losing their eligibility for food stamps due to not meeting the ABAWD work requirement
- Counties have complete discretion in establishing the criteria for use of the 15 percent ABAWD exemption. The exemption criteria must be described on Table 1B.
- When exempting an ABAWD under the county's 15 percent ABAWD exemption criteria, the worker must document the basis for the exemption in the case file (i.e., specify the reason for using the 15 percent exemption) to avoid a quality control error. While FNS will not find an error if the county exempts an ABAWD using 15 percent criteria that is not specified in the county FSET plan, FNS will find an error if the case file is not documented that the 15 percent ABAWD exemption was applied.

### TABLE 2 – Estimated FSET Placement Levels/Estimated ABAWD Activity

- To be completed by FSET counties only.
- Please note that Table 2 reflects both a count of component placements and a count of participants. These entries are estimated annual numbers.

### Section A – Estimated FSET Placements for FFY 2004

Section A of this table requires the county to specify the estimated number of placements of ABAWDs and non-ABAWDs (including volunteers) that the county expects to make on or after October 1, 2003. An individual may begin and participate in more than one component over the course of the year. Each time the individual begins a new component, the county should count a placement. However, if an individual's participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), count the placement only at the time of initial commencement of the component. For example, if an ABAWD is placed in an activity in January, disqualified in February and re-enters the activity in March, that placement is counted only once.

## <u>Section B – Estimated Individual Participation for FFY 2004</u>

Section B of this table requires the county to estimate the number of individuals who will participate in the FSET program during the federal fiscal year. For this section, each participant is counted only once, regardless of the number of times he or she begins a component.

#### Section C – Estimated ABAWD Activity for FFY 2004

Section C of this table requires the county to provide an estimate of the number of components to be filled by ABAWDs.

# TABLE 3 – Summary of Interagency Coordination of the FSET Program in FY 2004

- To be completed by FSET counties only
- Requires counties to describe all their coordinated efforts with relevant programs
  and agencies to maximize use of all resources to assist food stamp applicants and
  recipients in improving their employability and self-sufficiency. Some communitybased organizations or programs with which FSET may have linkages include the
  following: school districts, employment services, vocational education agencies, and
  social service agencies.

### TABLE 4 – Operating Budget for Federal Fiscal Year 2004

- To be completed by FSET counties only.
- The information provided on this table reflects the county's planned FSET program expenditures.
- Grand Total on Table 4 must equal the Grand Total on Table 5.
- If two or more activities are offered concurrently, separate all of the costs appropriately between the activities.
- For each component where assessment costs are applicable, those costs must be included in the Salary & Benefits column of the appropriate component.
- Column A (Salary & Benefits): Do not include contractor salary and benefit costs here.
- Column B (Other Costs): Do not include contractor overhead costs here.
- Column C (Contract Costs): Approximate amount to be paid to each contractor for each component.
- Column D (Dependent Care): Total dependent care reimbursement costs for each component.
- Column E (Transportation/Ancillary): Total participant reimbursement cost for transportation and ancillary costs.
- Column F (Total): Total cost of each component (sum of columns A through E)
- Grand Total Cost should equal Table 5 Line 5.

#### TABLE 5 – Planned Costs by Funding Category for FFY 2004

- To be completed by FSET counties only.
- Estimate the total costs of the county's FSET program by funding categories as shown on the table. The total costs depicted on Table 5 must be identical to those shown on Table 4.

# TABLE 1

# **ESTIMATED PARTICIPANT LEVELS FOR FISCAL YEAR 2004**

Α.	Anticipated number of work registrants in the county during the fiscal year	
	(Enter the number from Part II Section A-1 Line c)	
В.	Anticipated number of work registrants deferred from mandatory FSET padue to the following categories:	rticipation
1.	Lives in a non-FSET county	
2.	Participates in a substitute program that has participation requirements that exceed FSET participation requirements	
3.	Lacks dependent care	
4.	Lacks transportation to an FSET Program site	
5.	Lives an unreasonable distance from the FSET Program site	
6.	Has a severe family crisis	
7.	Temporarily unemployed and expected to return to work within 60 days	
8.	Involved in legal difficulties	
9.	Has a temporary illness or disability	
10	Total number of deferred work registrants (1 through 9)  (Enter the number from Part II Section C Line 1)	
C.	Percent of all work registrants deferred from FSET (B÷A)	%
D.	Number of FSET mandatory participants (A-B)	
E.	Anticipated number of ABAWDs in the county during the fiscal year (Line E must be <i>less than or equal to</i> Line A)	
	e-1 Anticipated number of ABAWDs in waived areas of the county during the fiscal year. (Subset of Line E)	
	e-2 Anticipated number of ABAWDs exempted under 15 percent ABAWD exemption allowance during the fiscal year (Subset of Line E)	
	e-3 Total subset of ABAWDs (e-1 + e-2)	
F.	At-risk ABAWDs expected in the county during the fiscal year (E - e-3)	

# TABLE 1B

# **CRITERIA FOR 15 PERCENT ABAWD EXEMPTIONS FOR FFY 2004**

Provide the criteria the county will use to exempt additional ABAWDs under the county's 15 percent ABAWD allocation. If the county is not using the exemption, provide an explanation below.

explanation below.
EXEMPTION CRITERIA FOR FEDERAL FISCAL YEAR 2004:
REASON FOR NOT IMPLEMENTING THE 15 PERCENT ABAWD EXEMPTION:

# TABLE 2

# ESTIMATED FSET PLACEMENT LEVELS/ESTIMATED ABAWD ACTIVITY

A.	ESTIMATED FSET PLACEMENTS FOR FFY 2004
1.	Number of ABAWD applicants and recipients expected to begin a qualifying ABAWD component
2.	Number of all other applicants and recipients expected to begin a component (i.e., ABAWDs in non-qualifying activities, non-ABAWDs in qualifying activities, and non-ABAWDs in non-qualifying activities)
3.	Total number of applicants and recipients expected to begin a component during the fiscal year (A-1 + A-2)
	<del></del>
В.	ESTIMATED INDIVIDUAL PARTICIPATION FOR FFY 2004
	Number of individuals expected to participate in the FSET Program during the fiscal year
This nonce.	umber is less than line A-3 above because here you count each individual only
C.	ESTIMATED ABAWD ACTIVITY FOR FFY 2004
1.	Number of work-type components expected to be filled by ABAWDs
2.	Number of education-type and training-type components expected to be filled by ABAWDs.
3.	Total number of components filled by ABAWDs (C-1 + C-2)

TABLE 3
SUMMARY OF INTERAGENCY COORDINATION FOR THE FSET PROGRAM IN FISCAL YEAR 2004

Coordination Areas	Agencies Involved	Number of FSET Placements Expected	Methods of Coordination
1. Delivers an FSET component			
2. The FSET program delivers a service for another agency or program			
3. Joint component of the FSET program and another agency or program			
<b>4.</b> Referral of individuals from the FSET program to another program or agency			
5. Other forms of coordination (specify)			

# TABLE 4 OPERATING BUDGET FOR FEDERAL FISCAL YEAR 2004

		Α	В	С	D	E	F
	Component	Salary & Benefits	Other Costs (Overhead)	Contract Costs	Dependent Care	Transportation/ Ancillary	Total (A thru E)
1	Job Search						
2	Job Club						
3	Workfare						
4	Self-Initiated Workfare						
5	WE or OJT						
6	Vocational Training						
7	Education						
8	Other (specify)						
9	Subtotals (Lines 1 thru 8)						

Grand Total Cost

## Abbreviations:

OJT = On-the-Job Training

WE = Work Experience

#### Reminders:

- 1. Separate the costs of operating concurrent activities and charge the costs to each appropriate component. For example, if you offer Vocational Training and Job Club concurrently, then put the Vocational Training costs on Line 6 and the Job Club costs on line 2.
- 2. Charge contract costs of drug and alcohol rehabilitation, mental health counseling, and enhanced supportive services to the accompanying component in column C.

TABLE 5
PLANNED COSTS BY FUNDING CATEGORY FOR FFY 2004

	Funding Categories	Estimates of Cost
1	100 Percent Federal FSET Grant	
2	Overmatch for Administrative Cost	
2a	50 percent federal	
2b	50 percent county	
2c	Subtotal for Overmatch (2a + 2b)	
3	Participant Reimbursement for Transportation/Ancillary	
3a	50 percent federal	
3b	50 percent county	
3c	Subtotal for Transportation/Ancillary (3a + 3b)	
4	Participant Reimbursement for Dependent Care	
4a	50 percent federal	
4b	50 percent county	
4c	Subtotal for Dependent Care (4a + 4b)	
5	Grand Total of Planned Cost (1 + 2c + 3c + 4c)  Must agree with Table 4's Grand Total Cost	

# COUNTY CHECKLIST FOR ACCURATE COMPLETION OF THE FFY 2004 COUNTY FSET PLAN

FSET Plan Item	Handbook Page No.	Done	Not Done
Cover Sheet	15		
PART I			
Narrative Abstract			
Program Changes	16		
ABAWD Population	16		
Program Components	17		
Sequencing of Components	18		
Other Employment Programs	18		
Workforce Development System	18		
Outcome Data	19		
All Component Summaries	25-53		
PART II			
Work Registrant Population			
Number of Work Registrants	54		
Unduplicated Work Registrant Count	54		
Characteristics of Work Registrants	55		
Deferral Policy - 3 parts	56		
Number of Work Registrants Exempt from the FSET Program	57		
Planned FSET Program Participation - 2 parts	57		
ABAWD Information - 2 parts	58		
PART III			
Program Coordination			
Narrative Coordination Statement	59		
Information Coordination	59		
Coordination Time Frames	60		
Contractual Arrangements	62		

FSET Plan Item	Handbook Page No.	Done	Not Done
Part IV			
Planned Costs of the County FSET Program			
Narrative Descriptions of all items on Table 4	25-53		
Justification of Education Costs	64		
Participant Reimbursement			
Method of Reimbursement	66		
Procedure for Reimbursement	66		
Cost Allocation - 2 parts	67		
Part V			
Method for Obtaining Initial Count of Work Registrants	68		
Method for Ensuring an Unduplicated Work Registrant Count	69		
Methods for Meeting On-Going Federal Reporting Requirements	70		
Management Information System Method - 2 parts	70		
Organizational Responsibility for FSET Reporting - 2 parts	70		
TABLES			
Table 1	76		
Table 1B	77		
Table 2	77		
Table 3	79		
Table 4	80		
Table 5	81		

# EXHIBIT 1 FSET PROGRAM FEDERAL/COUNTY FINANCIAL PARTICIPATION CATEGORIES

ACTIVITIES	FINANCIAL PARTICIPATION
FSET administrative costs, including	100 percent federal funding, up to the
Workfare if it is part of the FSET plan	amount of the approved allocation
FSET administrative costs which exceed the 100 percent federal fund allocation	50 percent federal and 50 percent county funding
Participant reimbursement for transportation and ancillary costs incurred to participate in the FSET program	50 percent federal and 50 percent county funding of <u>actual</u> costs
Participant reimbursement for dependent care cost incurred to participate in the FSET program	50 percent federal and 50 percent county funding of the lower of actual dependent care costs or the Regional Market Rate*
	Participant reimbursement costs above the 50 percent rate are not eligible for additional federal funding

<sup>\*</sup>The latest California Regional Market Rates for dependent care may be found at: <a href="https://www.dss.cahwnet.gov/getinfo/act01/pdf/01-39.pdf">www.dss.cahwnet.gov/getinfo/act01/pdf/01-39.pdf</a>

# EXHIBIT 2 RELATIONSHIP OF THE ANNUAL FSET PLAN TO QUARTERLY STAT 40 AND STAT 46 REPORTS AND FSET EXPENSE CLAIMS

#### **FSET Plan**

The annual FSET plan provides estimates of the planned activities and program costs for the FFY. All 58 counties must submit Table 1, Table 1B, and Part II of the annual FSET plan, including those counties that are not participating in FSET.

### STAT 40 and STAT 46 Data Reports

The quarterly STAT 40 and STAT 46 data reports provide FNS with the actual number of ABAWDs who participated in qualifying activities; the actual number of ABAWDs exempted or discontinued; and the actual number of individuals registered for work during the report quarter. The data from these reports also provide a starting point for counties to develop estimates for the next year's FSET plan.

FNS program staff uses the data from these reports to determine the annual amount of FSET funds and 15 percent ABAWD exemptions to allocate to a state. CDSS program and data staff will review the counties' STAT 40 and STAT 46 reports and quarterly expense reports and annual FSET plan.

Note: Although all 58 counties do not participate in the FSET Program, all 58 counties must complete and submit the STAT 40 and STAT 46 reports. This is necessary to ensure that California receives the appropriate amount of FSET funds and 15 percent ABAWD exemptions.

### **Quarterly County Expense Claims**

The counties' quarterly expense claims for FSET are reviewed and compiled by CDSS accounting staff and then sent to FNS financial management staff. FNS' financial management staff review the claims and issue reimbursements to states. The amounts reported on the county expense claims include all FSET funding categories (i.e., 100 percent federal funds for administration, 50/50 administrative overmatch, 50/50 participant reimbursement for transportation/ancillary, and 50/50 participant reimbursement for dependent care). Counties need to ensure that the amount of 100 percent federal funds reported on the STAT 46 data report do not exceed the amount of 100 percent federal funds claimed on the county expense claim for FSET administration for the same reporting period.

# Exhibit 3 PARTICIPATION REQUIREMENTS IN FSET COUNTIES

Activities	ABAWDs	Non-ABAWDs	Authority
30-Day Job Search Prior	Satisfies the ABAWD work requirement. Hours	Hours are set by the county. Minimum of	MPP 63-407.841
to Workfare (FSET activity)	are set by the county. Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	(b)(1)(A); MPP 63-407.853
Workfare, OJT, Work Experience (FSET activity)	Satisfies the ABAWD work requirement. Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	MPP 63-407.841(b); MPP 63-407.855; MPP 63-410.212
Self-Initiated Workfare (FSET activity)	Satisfies the ABAWD work requirement. Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	7 U.S.C. 2015 (o)(2)(C); Federal E&T Handbook for 2004; ACL 98-07, Encl. 1; ACIN I-76-00, question 11; FNS Admin Notice 97-40
Vocational Training and Education (FSET activity)	FSET hours can range from 12 to 120 per month, as set by the county, and can include work and education & training activities. Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly; hours may be less when combined with other ABAWD activities except Workfare	FSET hours can range from 12 to 120 per month, as set by the county, and can include work and education & training activities.	MPP 63-407.841(c); MPP 63-407.853; MPP 63-407.856; MPP 63-410.213(c); 7 CFR Section 273.7 (e)(1)
FSET Job Search/Job Club (FSET activity)	When offered as a stand-alone activity, does not satisfy the ABAWD work requirement unless offered under WIA or the Trade Act of 1974. When offered in combination with FSET education/training, hours count toward the ABAWD work requirement provided they are less than 50% of the total hours for the education/training component. For an ABAWD's FSET participation requirements, see Non-ABAWDs column.	Applicants can be assigned up to 8 consecutive weeks; recipients can be assigned up to 8 more weeks during 12 consecutive months. Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	MPP 63-407.853; MPP 63-407.856; CFR 273.7(e)(1)(I)
Drug/Alcohol Rehabilitation (FSET Activity) Cannot be a stand- alone activity, but is offered concurrently with another FSET activity.	Hours must comprise less than 25% of the combined FSET activities. When offered as part of a vocational training or education activity, hours of participation in a drug/alcohol rehabilitation activity count toward completion of the ABAWD work requirement.	Hours must comprise less than 25% of the combined FSET activities.	ACL 02-75; ACL 00-41, page 2

# PARTICIPATION REQUIREMENTS IN FSET COUNTIES (continued)

Activities	ABAWDs	Non-ABAWDs	Authority
Mental Health Counseling (FSET Activity) Cannot be a stand-alone activity, but is offered concurrently with another FSET activity.	Hours must comprise less than 25% of the combined FSET activities. When offered as part of a vocational training or education activity, hours of participation in a drug/alcohol rehabilitation activity count toward completion of the ABAWD work requirement.	Hours must comprise less than 25% of the combined FSET activities.	ACL 03-09
Employment (Non-FSET activity)	Hours of work count towards the ABAWD work requirement of 20 hours per week, averaged monthly; can be less when combined with other ABAWD activities, except Workfare. See Non-ABAWDs column for impact of work on FSET.	Though not an actual FSET component, hours of work count toward the number of hours required for FSET participation.	MPP 63-410.211; ACL 98-21, question 9; 7 CFR 273.24 (a)(1)
Job Search, Education and Training Activities provided under Title I of the WIA or Section 236 of the Trade Act of 1974	Education, training, and/or Job Search/Job Club activities offered under these Acts satisfy the ABAWD work requirement of 20 hours per week, averaged monthly. Hours can be less than 20 per week when combined with other qualifying ABAWD activities. FSET activities delivered through a WIA one-stop center will meet FSET requirements.	Minimum of 12 hours per month; maximum of 120 hours per month, which can include work, Job Search, and education & training activities.	MPP 63-410.213(a); ACL 98-21, question 9; ACL 97-08, Enclosure 2, page 5 7 CFR 273.7(e)(1)
Refugee Employment and Training (Non-FSET activity)	Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly. Hours can be less when combined with other ABAWD activities.	N/A	MPP 63-410.213(c); ACL 98-21, question 9; 7 CFR 273.24(a)
Comparable Workfare, e.g., GA Workfare (Non- FSET activity)	Hours are set by the county. Satisfies the ABAWD work requirement	N/A	MPP 63-410.212

# PARTICIPATION REQUIREMENTS IN FSET COUNTIES (continued)

### **Work Registration Exemptions:**

State minimum wage is \$6.75 per hour effective 01/01/02.

- Younger than 16 years of age or 60 years of age or older;
- 16 or 17 year old who is not head of household, or who is attending school or enrolled in an employment training program at least half time;
- Physically or mentally unfit for employment;
- Complying with CalWORKs Welfare-To-Work requirements;
- Caring for a dependent child under age 6 or an incapacitated person;
- · Receiving or has applied for unemployment insurance benefits;
- Participating in a drug or alcohol treatment program that prohibits employment of 30 hours or more per week;
- Employed or self-employed at least 30 hours per week or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours;
- Half-time school attendance.

## **ABAWD Exemptions:**

- Under 18 or 50 years of age or older;
- Pregnancy;
- Residing in a food stamp household that contains a dependent child, even if that child is not eligible for Food Stamps;
- Meets the work registration exemptions (see above);
- Exempt under the 15% ABAWD exemption criteria;
- Resides in an approved ABAWD waiver county.

**ABAWD Work Rule:** For a NAFS recipient over age 17 and under age 50, eligibility for food stamps is limited to any three months in a 36-month period during which the individual does not satisfy the ABAWD work requirement. The ABAWD work requirement is met by working or participating at least 20 hours per week in an allowable work activity, or by participating in Workfare for the number of hours equal to the household's food stamp allotment divided by the higher of the federal or state minimum wage. The three-month eligibility limitation does not apply to individuals who meet one of the ABAWD or Work Registration exemption criteria shown above (MPP Sections 63-407.21 and 63-410.3).

# EXHIBIT 4 WORKFORCE INVESTMENT ACT ONE-STOP PARTNERSHIPS

**One-Stop Partner:** An entity that participates in the operation of a one-stop delivery system

Mandatory one-stop partners: Entities that carry out the following programs or activities:

- 1. Adult, Dislocated Worker, and Youth Activities under WIA Title I, including
  - a. Veterans Workforce Investment Programs
  - b. Migrant and Seasonal Farmworker Programs
  - c. Indian and Native American Programs
  - d. Job Corps
  - e. Youth Opportunity Grants
- 2. Employment Service
- 3. Adult Education
- 4. Post-Secondary Vocational Education
- 5. Vocational Rehabilitation
- 6. Welfare-to-Work Grant
- 7. Title V of the Older Americans Act
- 8. Trade Adjustment Assistance
- 9. NAFTA Transitional Adjustment Assistance
- 10. Veterans Employment and Training
- 11. Community Services Block Grant
- 12. Employment and training carried out by the US Department of HUD
- 13. Unemployment Insurance

Optional one-stop partners: Entities that carry out the following programs or activities:

- 1. Temporary Assistance for Needy Families
- 2. Food Stamp Employment and Training
- 3. National and Community Service Act
- 4. Other appropriate federal, state, or local programs (e.g., transportation, child care, community colleges, and economic development)